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ABSTRACT

This year's workshop is notable for the many firsts that took place. This was the first workshop to cover the topics of safety in libraries, it was the first to include laws governing libraries, it was the first to devote a full day's program especially designed for school librarian's and for the first time, the simultaneous sessions were repeated three times each. The subjects of the simultaneous sessions were: bibliographies, cataloging, reference, and inter-library loans. Another first for this Department of the Interior Library Workshop is that it was cosponsored this year by the Department of Ccmmerce. (Author/NH)

ED 060898

PROCEEDINGS OF THE

1971 LIBRARY WORKSHOP

(September 27 — October 1, 1971)

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December 1971
Office of Library Services
United States Department of the Interior
Washington, D. C.

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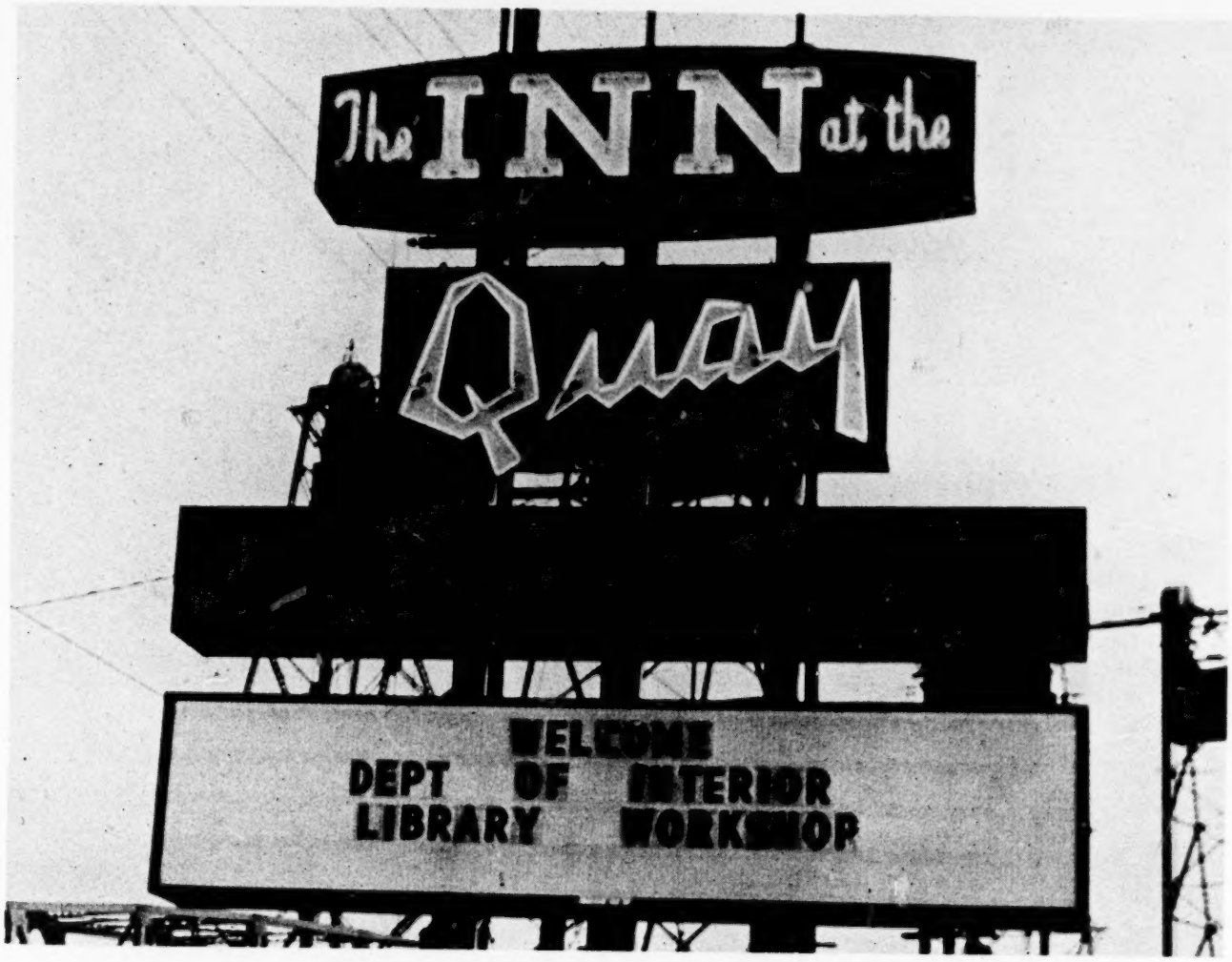
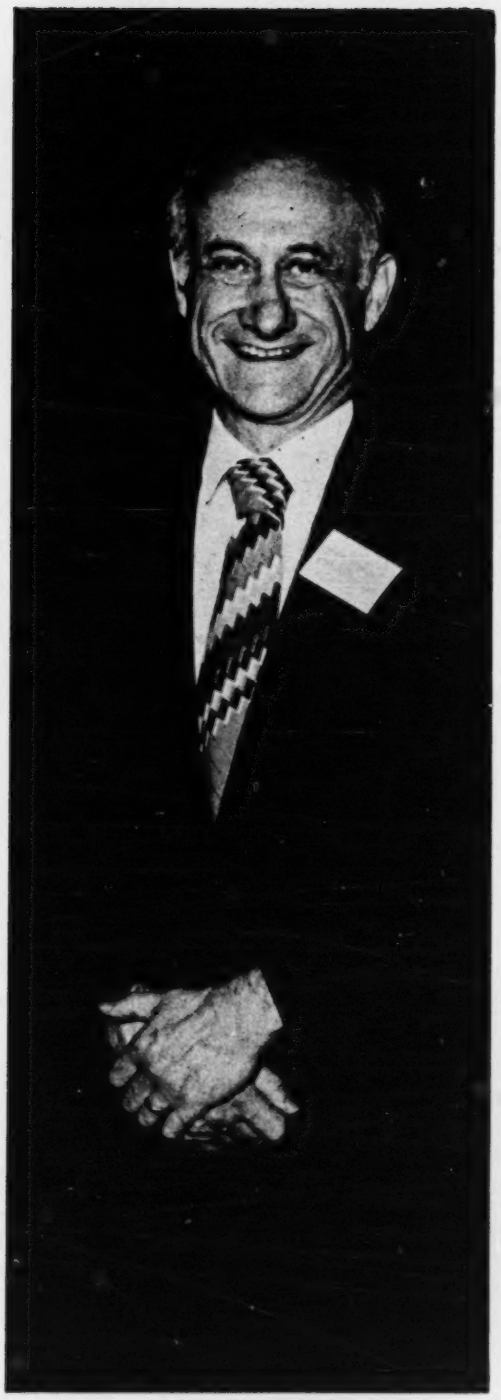
WELCOME TO THE PACIFIC NORTHWEST



The Inn at the Quay
Vancouver, Washington

PREFACE



Best yet! We're real professionals now.

The uniqueness of our operation - a Workshop devoted to the "bread and butter" issues of field librarianship in contrast to the usual program of little relevance and no direct application to the small library situation - has attracted the attention of other federal libraries.

The participation of the U.S. Department of Commerce in this Workshop was so successful that the transformation of the Interior Department Workshop into a Federal Library Workshop is both inevitable and to be desired.

As a final caveat - this is my last appearance - may I urge you all to insist that the practical training nature of our production be preserved. We have a successful product. Let's keep it that way.

- - Erik Bromberg

REGISTRATION

L. to R., Grace Miller, Frances, Ehlen, John Schimmelbusch
Bonneville Power Administration

Grace Miller and Frances Ehlen
Bonneville Power Administration

OPENING REMARKS

Erik Bromberg
Director of Library Services
U.S. Department of the Interior
Washington, D.C.

My boss, a few years back, was quite perceptive when he urged that I convert the biennial workshop to a new format. The workshop would become annual but only meet in the Washington, D. C. area biennially. In 1969 we gathered at Denver and with the help of the Interior Department librarians headquartered there had a fine session.

Once we leave Washington our vision is altered and we see things differently, perhaps more sharply. When we meet in the field and with field librarians our view of the real problems of small library librarianship takes on a visage of greater reality.

I am, as some of you know, the only librarian on the Federal Library Committee with field library experience. My whole career, culminating with an eleven year stint as librarian of the Bonneville Power Administration, prior to coming to Washington was field in nature. With this experience behind me I know your problems are alien to the administrators of a Washington library.

Thus it is that I have insisted throughout the years that you tell me in unvarnished English what your problem areas are. It is with this input from you that we were able to put together for you a program such as that which follows.

I am quite immodestly proud of the program. But let me tell you now that the ball-bearings on which it will roll were produced at the Bonneville Power Administration. B.P.A., with the aid of Regional Offices of the Interior Department located here, has done a noteworthy job.

Thus it is with gratitude, with pleasure, with pride that I introduce to you as our opening speaker the dynamic Assistant Administrator of B.P.A., Don Hodel.

WELCOMING REMARKS

Don Hodel
Deputy Administrator
Bonneville Power Administration
Portland, Oregon

It is always a pleasure to welcome visitors to the Pacific Northwest and to the Bonneville Power Administration, so when Erik Bromberg asked me to perform this job I readily consented. We even welcome Erik back for a visit, though as a resident of the Pacific Northwest, I must confess a certain myopia about people who leave.

As librarians you may have read in your periodicals one of the many articles that have been appearing nationally about our James G. Blaine Society. This serious or humorous organization -- or pseudo organization, depending on which article you read -- devotes itself to promoting zero growth for Oregon. Although it started as a semi-serious joke in the imaginative mind of author Stewart Holbrook, it has blossomed to the point where many people nationally really think we do not want more industry in Oregon. So while I welcome you with open arms and say with mock alarm: "You aren't going to stay, are you?", I would add in all seriousness "We need to find 800,000 new jobs in the Pacific Northwest for the young people who are already here. So, please come back and bring a lot of non-polluting, high employment industry with you.

I hope at least those of you who are here for the first time will have an opportunity to take a long look at the Pacific Northwest. We have our provincial jokes about the weather. Here and in Seattle it goes: "If you don't like our weather, stick around for 20 minutes." In Spokane it's "We have two seasons, winter and August." Actually it isn't all that bad. Sure, it rains a lot in the area west of the Cascade Mountains - about 38 inches a year and 75 per cent of it comes in the six months between October and April. But on the east side of the Cascades there are areas where the annual rainfall is less than 10 inches a year and Washington, as our friends of the Bureau of Reclamation are fond of pointing out, has a "central desert" and the nation's largest irrigation project.

So the region is one of contrasts -- beautiful, scenic contrasts. It has a population of almost six and a half million in an area of 270,500 square miles. The region I refer to includes Oregon, Washington, Idaho and the portion of Montana west of the Continental Divide. Over half of our population lives in the western portion of Washington and Oregon between the Pacific Ocean and the Cascades -- a portion where precipitation gives us tall trees and lush crops. East of the Cascades the dominant feature of the region is the Columbia River. And dominant it is.

Rising a scant 100 miles north of the border in eastern British Columbia, the Columbia flows for 480 miles in Canada, first north and then south, before it enters the United States. It carries 10 times the volume of the Colorado, twice that of the Nile. In its 1225 mile course from source to

sea, it drops 2655 feet. As a source of energy it is mightier than the Mississippi and it dwarfs the Ganges, the Euphrates, the Yangtze, the Yukon and the Amazon. Fully one third of the hydroelectric potential of the United States lies along the Columbia River.

If by now you suspect that I have been working up to doing a little boasting about the Bonneville Power Administration, you are right. So now, keeping in mind President Nixon's prohibition on "self-seeking" public relations, I want to show you a slide presentation about BPA and its activities. This presentation will serve to acquaint you with our agency and will also give you a quick look at some of the beauty of the region.

The BPA Story
(September 1971)

SLIDE	VOICE
1. Interior Seal	Bonneville Power Administration is a Bureau of the U.S. Department of the Interior created in 1937 to act as the marketing agent for power from
2. Bonneville Dam	Bonneville Dam. Since 1937 BPA has been designated to market the power from 32 more Federal Dams in the Pacific Northwest -- 26 of which are generating power --
3. Dworshak Dam	five of which, like Dworshak Dam on the Clearwater River in Central Idaho, are under construction and two of which are authorized but not yet started.
4. Bonneville Project Act	The Bonneville Project Act was enacted by the 75th Congress when Bonneville Dam was already under construction and started the "dam, locks, power plant and appurtenant works"
5. Barge on River	were being build "for the purpose of improving navigation on the Columbia River and for other purposes incidental thereto...."
6. Generators	The Bonneville Act directs the BPA Administrator to "make all arrangements for the sale and disposition of electric energy generated at the Bonneville Project..." which means that BPA must also build and operate a
7. Transmission Towers	transmission system to get the power from the generators to the buyers. Today the BPA transmission system extends over more than eleven thousand five hundred miles and includes more

8. Substation	than 300 substations where the BPA grid interconnects with the transmission and distribution systems of its customers.
9. Pacific Power	BPA's 145 Pacific Northwest customers include eight
10. City Light	public utilities....34 muncipalities including Seattle and Tacoma, Washington; Eugene and McMinnville, Oregon; and Bonners Ferry and Burley, Idaho....
11. Western Oregon Co-op	46 consumer-owned cooperatives such as Big Bend and Inland in Washington; Kootenai and Northern Lights in Idaho and Hood River and Umatilla in Oregon....
12. PUD	26 public and peoples' utility districts like Cowlitz County, Washington, and Tillamook, Oregon, where they make the cheese....
13. Industry	24 industries ranging from aluminum reduction to agricultural chemical processing....and 11 other Federal agencies. We have 11 customers outside the region.
14. Map of dams	In fiscal year 1971 BPA sold these customers 57.1 billion kilowatt-hours of electrical power and the Federal Columbia River Power Systems which includes the BPA transmission grid and the dams of the Corps of Engineers and the Bureau of Reclamation, plus the Hanford No. 1 Nuclear plant, had gross revenues of $157.7 million.
15. Control Room	The BPA grid is operated from a main control room in the Bonneville Building in Portland, Oregon. Because the grid is continuing to expand and operations are becoming more and more complicated, BPA is building the
16. Dittmer	Dittmer System Control Center at the Ross Substation north of Vancouver, Washington. At this new station the latest space-age technology is
17. Artist - Dittmer	being employed to provide automatic system control to assist system dispatchers make delivery of electrical power even more reliable than it is today.

18. Grand Coulee (old)

When the first dams of the Federal Columbia River Power System...Bonneville and Grand Coulee shown here...were built, there was much public concern about where all that power could be marketed. Since 1933 the hydroelectric development of the Columbia River has changed the character of the Pacific Northwest.

19. Third Powerhouse

Now, instead of wondering where the power can be marketed, we are building more and more generation like Coulee's Third Powerhouse. BPA has a major role in the Pacific Northwest Hydro-Thermal Power Program which is designed to provide necessary power resources to meet regional demands for electric energy, and to do so with maximum effective attention to protection of the environment.

20. Centralia

At Centralia, Washington, is the first of a series of large thermal generating plants. The first of two 700,000-kilowatt units is operating. The Centralia coal-fired steam plant is being built by Pacific Power and Light Company, Washington Water Power Company and others, and will be followed by the

21. Map of 4 plants

Trojan Nuclear plant near Ranier, Oregon, Hanford No. 2 near Richland, Washington, and then the Jim Bridger coal-fired plant near Rock Springs, Wyoming.

22. The Dalles work

Meanwhile, additional peaking capacity -- that is, generation to be used to meet the short time high demands which occur daily -- must be added at existing hydroelectric projects

23. The Dalles Dam

like The Dalles Dam on the lower Columbia where eight additional units are being constructed or at

24. Chief Joseph Dam

Chief Joseph Dam on the upper Columbia where space was provided for 11 more units.

25. JPPC Meeting

The Hydro-Thermal Power Program is the effort of 108 investor and publicly owned utilities and BPA in a group known as the Joint Power Planning Council. The role of the utilities is construction of the thermal plants I have mentioned.

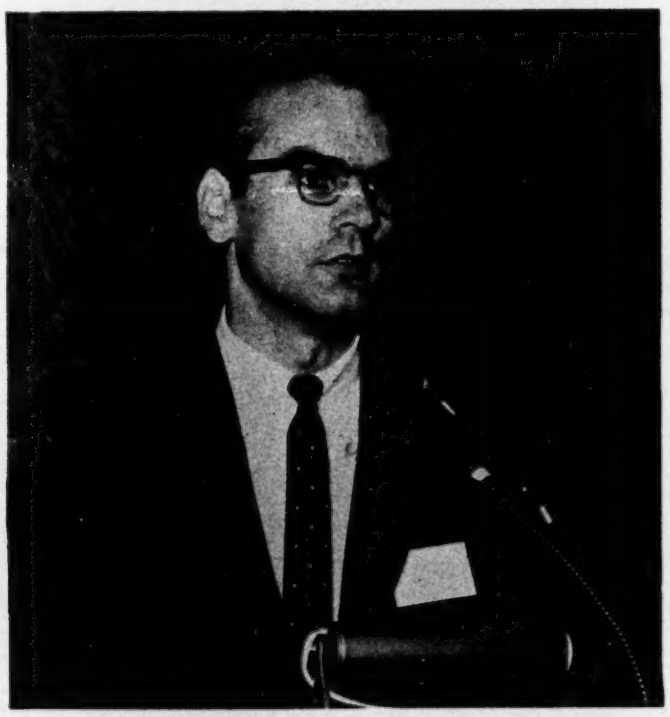
26. Transmission Lines	The BPA role, as representative of the Federal government, is to provide high voltage transmission facilities, the hydro-peaking just mentioned, forced outage reserves, reserves for unanticipated load growth, and when available, surplus hydro energy for thermal fuel displacement.
27. BPA Grid	Today, the BPA grid extends for more than 11,500 miles throughout the region in capacities ranging from 115,000 to 500,000 volts a-c and 800,000 d-c.
28. Intertie Map	As a participant in the Pacific Northwest-Pacific Southwest Intertie, BPA is part owner and operator of extensive a-c lines and the world's longest d-c transmission system -- the red line which extends from BPA's
29. Celilo	Celilo Converter Station near The Dalles, Oregon,
30. Sylmar	to the Sylmar Converter Station near Los Angeles. At the present time the d-c line is
31. Sylmar Damage	out of operation because of damage to the Sylmar terminal in the California earthquake of last February.
32. Transmission Towers	The role played by BPA in providing 80 per cent of the region's high voltage transmission system brings responsibilities in the area of environmental protection.
33. Transmission Towers	Historically, economy and reliability have been major factors in transmission facility location, although this has <u>never</u> meant insistence on a straight line transmission route....
34. Substation site	Or the least expensive land for a substation, it did mean that facilities are usually visible.
35. Screened Line	In the past, transmission lines meant economic progress to most people. Today they are viewed, at best, as a necessary evil and most of us would like to hide them.
36. Tower	The fact is that the state-of-the-art of electrical transmission doesn't always allow for the most aesthetically desirable treatment.

37. Highway 26 Crossing	BPA is trying to make transmission facilities as invisible as the line in this picture by following standards adopted by the two Federal Departments most concerned with land use--Agriculture and Interior--and published as
38. Criteria	"Environmental Criteria for Electric Transmission Systems." These criteria include...
39. Alcoa Line	-- Using multi-circuit towers to reduce the number of towers needed and to minimize the width of right-of-way...
40. Road Crossing	-- Screening towers from view along roads...
41. Avoid Skyline	-- Providing a background of topography to keep towers off the skyline.
42. Canyons	-- Using long-span towers to minimize cutting of vegetation in forested canyons and along watercourses.
43. Substation Sign	The criteria call for substations with a minimum impact on the landscape. Teton Substation in Idaho is invisible from the public road.
44. Teton Substation	Even though it is not unattractive.
45. Structures	Simplified and low-profile structures are recommended in preference to old-style latticed steel construction;
46. Landscaping	And landscaping is urged to improve the appearance of the finished product.
47. Tower Design	Newly designed light-weight towers can make the transmission line more attractive.
48. Panorama Point	Occasionally special structures can be designed to fit specific situations like this one at Panorama Point near Hood River, Oregon....
49. Mill Plain Line	Or in this residential area at Vancouver, Washington.
50. Scenic	BPA's transmission construction program is designed to meet two objectives: (1) Timely and orderly development of a reliable power service at the lowest practicable cost, and (2) effective protection of the environment.

51. BPA Logo	That's a look at BPA today.
52. Blank Slide	I don't know what Erik Bromberg has told you about our library facilities in Portland. I hope sincerely you will have an opportunity to visit them. Since Erik left,
53. Old Building	the library has moved from its former location
54. BPA Building	to the Bonneville Building.
55. Books	We have also improved the stacks and reading cubicles since his departure. Come see them.

Just one more word about the Portland metropolitan area. As you may know, this area is an exception to the Administration's program for regional Federal headquarters. Other agencies of the Federal Government, including the Department of Commerce, will have Pacific Northwest regional headquarters in Seattle. The Department of the Interior will remain in Portland. Here, in addition to BPA, we have the Field Representative of the Secretary, the Regional Solicitor, and the Department's only Regional Information Office. The Bureaus of Sports Fisheries and Wildlife, Indian Affairs, Land Management, National Park Service and Geological Survey all maintain offices here. The Western Field Operations Center of the Bureau of Mines is at Spokane. The Bureau of Reclamation has its regional headquarters at Boise, Idaho.

Once more to all of you...Interior and Commerce Department people alike... a hearty welcome to the Pacific Northwest. May your deliberations be interesting and profitable and your stay enjoyable.



INTERNATIONAL ASPECTS OF FISHERIES PROBLEMS: THE CONFLICTS BETWEEN COASTAL STATES AND DISTANT-SEA WATER FISHERY OPERATORS

Dr. D. Lee Alverson
National Marine Fisheries Service
Seattle, Washington

When I was asked to speak at this Workshop in place of Mr. Pollock, he sent me three texts. I decided not to use them; I don't feel comfortable with words that are not my own.

I know, of course, that most of you are librarians. There is literally nothing I could tell you about libraries that you do not already know. I have, therefore, chosen to speak on a subject I do know something about -- the question of law of the sea and international fisheries problems. If you didn't come to hear about this, please bear with me.

The 1973 Law of the Sea Conference will deal primarily with legal problems. I think it obvious that the nations will have different attitudes on the proper arrangements for resolving problems confronting coastal states. Such problems include fisheries, freedom of scientific research, ocean pollution, breadth of territorial sea, passage through straits, etc.

It may well be that the acceptability of a regime for exploiting hard-rock minerals and fluid hydrocarbons of the continental slope and seabeds may be contingent on adequate arrangements for resolving coastal-state fishery problems. With this in mind, let us briefly examine the character of fisheries problems that have arisen in recent years.

After World War II, fisheries expanded rapidly, particularly in the traditional fishing areas of the North Atlantic and the North Pacific. Utilization of the living resources of the sea was accelerated by certain technological innovations, particularly the availability of synthetic fibers for fishnet webbing and a variety of electronic devices that improved high-seas navigation, safety at sea, and allowed the detection of subsurface fish schools.

During the past decade, large and highly mobile fleets have been placed in operation; they are capable of generating tremendous fishing mortalities on living resources in relatively short time periods. These mobile distant-water fleets, which are capable of sustained operations in all oceans of the world, are, and have been, controlled by the technologically developed countries. Concurrent with the development of distant-water fisheries by technically advanced countries of the Northern Hemisphere, lesser-developed countries focused their attention on their adjacent coastal fishery resources with the intent of increasing earnings of foreign credit and providing more animal protein for their nationals. International competition for the oceans' living resources generated a number of problems for both distant-water and coastal fishermen.

Distant-water operators were capable of reducing stock levels to a point where coastal fishermen found it economically difficult to continue their operations. At these times there were major conflicts between mobile gear and fixed gear, competition for resources, and for ocean space itself. The fishing power of mobile fleets was such that coastal stocks were often overfished before measures could be taken to control levels of exploitation.

International mechanisms were, in theory, available for resolving these problems. First, nations could turn to those rights afforded in the 1958 Geneva Conference on Fishing and Living Resources of the High Seas. Second, nations could negotiate bilateral or multilateral arrangements or treaties where problems were local in character. Finally, some nations have sought to resolve the problem by extending their territorial seas or by extending their control over adjacent fisheries.

Numerous difficulties arise in solving fishery conflicts by working within or "outside" of the presently "accepted" legal regime. Procedures established by the Geneva Convention for handling fishery conflicts often required evidence of a character that could be used in a court of law, and the bureaucratic procedures apparently all but preclude their timely resolution. In fact it has been frequently impossible for coastal states to obtain the vital statistics required to prove overfishing--often these were in hands of the distant-water operators.

Difficulties in using rights afforded under the Geneva Convention were pointed out by Ambassador Jorge Casteneda of Mexico at the recent Preparatory Conference on Law of the Sea in Geneva. The Ambassador stated that the rights provided under the existing convention were almost useless. He stated, "Do you want proof that this is so? In the 13 years that have transpired since the Convention was consummated, this new and important right (coastal state preference and unilateral implementation of conservation) has not once been exercised in any part of the world. There exists, however, a great number of cases in which the coastal state has been obligated to tolerate excessive abuse by foreigners along its coast..." The problem is further aggravated by the fact that many nations are not signatories to the Convention.

Bilateral or multilateral arrangements may at times suffer the same difficulties. That is, the coastal state confronted with the problem of overfishing or suffering the economic difficulties that are the result of distant-water operators must bear the burden of proof. Quite often, the terms of reference in various multilateral agreements are such as to almost preclude implementation of management until the resource has been depleted. This problem has been particularly aggravated in recent years as science has not been able to cope with "pulse fisheries" in a manner to provide information of a timely character on which to base management decisions. In other instances, multilateral arrangements have represented management by committee, and the total membership had to agree to implement binding restrictions. Here again, post-facto management--management which was remedial in character--has been the rule.

The anxiety of many coastal states concerning the endless debate over the status of fish stocks was well stated by Mr. Beesley, the Canadian Ambassador, in March at Geneva. He stated, "While we realize the complexity of the problem, we are nevertheless wary of some of the highly complex remedies that have been proposed in the past, and which may be proposed for consideration by the next Law of the Sea Conference. From the point of view of a coastal state, any proposed solution which entails endless discussions by fishery scientists who, however objective they may be, find much room for disagreement because fishery science has not yet become a precise science, is not a satisfactory solution to the immediate and urgent problems of a government in protecting the livelihood of its fishermen and the industries dependent on fishing. Even if the fishery scientists come to agree on scientific assessments, the administrators representing their governments in any commission or other regulatory body that may be set up may not accept the recommendations of the scientists, and the governments themselves may not accept the recommendations of their administrators because of political pressures. Any complex proposal based on proof by a coastal state of economic necessity for its industry, or on preferential rights based on amount of investment, on sharing of quotas, etc., will involve endless disputes which will be difficult to settle, while in the meantime the fishery resources of a coastal state will be disappearing."

Unilateral actions of the coastal states, of course, face legal problems, particularly as they relate to the acceptance of the actions by the traditional maritime powers of the world. This way of reserving living resources and other resources adjacent to a coastal state, however, has been taken by some countries in recent years.

Perhaps the greatest difficulty in resolving the problem of effective management of the oceans' living resources has been failure to understand the character of fishery problems confronting the coastal state. A good deal of lip service is given to conserving the living resources of the sea. Indeed, as conservation is an important consideration, it is quite often given as the reason for certain unilateral actions or for bilateral and multilateral arrangements in fisheries. The conservation rhetoric, however, often hides the fact that the arrangements are frequently based on economic consideration rather than the conservation issues. We must recognize that disruption of coastal fisheries by distant-water operators has given rise to a wide range of socio-economic problems throughout the world.

Another major problem within the existing legal framework for handling international fisheries is the "credibility feature." That is, the coastal state, even if bilateral agreements are invoked, seldom has any means to monitor actions of high-seas operators and insure its citizens that the agreed-upon management schemes are implemented. The inability of the coastal state to satisfactorily monitor foreign fisheries in the waters adjacent to but outside its territorial sea has given rise to numerous claims regarding the damaging effects that distant-water operators have had on coastal stocks.

If the 1973 conference is to develop a new and satisfactory order to the management and development of fisheries, it will have to take into account and/or establish mechanisms to deal with (1) economic interests the coastal state has in adjacent living resources, (2) implementation of timely conservation measures, (3) historical patterns of distant-water fisheries, (4) proper documentation of fishing activities, (5) management schemes for dealing with high-seas cosmopolitan species, and (6) effective monitoring of coastal and high-seas fishing activities.

There is no simple scheme that can totally eliminate the conflict between coastal and distant-water operators, and it is difficult to predict what might finally emerge from the 1973 conference. However, the interests of coastal states of the world must be taken into account; and it is possible that the solution will require radical departure from historical legal concepts.

Regardless of what decisions are made at the '73 conference, I hope that changes will result from international accord and not from unilateral action. I would not like to see exclusive fishing zones established that would exclude using resources that are not of current interest to the coastal states. We can, however, understand the desires of coastal nations to implement timely management decisions to protect coastal resources and to minimize interference with existing coastal fisheries. Both the resource and its utilization are of concern, and they must be considered if we are to evolve a satisfactory and lasting solution to fisheries problems.

KEYNOTE ADDRESS

Hon. Julia Butler Hansen
Member of Congress, Third District, Washington

When I first met Erik he was a very junior reference librarian in the Washington State Library in Olympia. I was in the Legislature at that time and Carma Zimmerman Leigh, one of the truly greats in your profession, was State Librarian. Carma now is State Librarian in California and her Field Assistant of the time, Maryan Reynolds, is the current State Librarian. Maryan, like Carma, has world-wide recognition for her work.

In Erik's time, I recall that the State Library was housed in a dingy basement of one of the legislative buildings. At the time of the great earthquake of 1949 all the shelves came crashing down trapping Carma in a make-shift staff room with bursting steam-pipes all about her. Erik tells me he was out in a bookmobile on the rutty dirt road near the Nisqually Reservation and never even knew an earthquake occurred. Today we have a fine State Library building, aesthetic, functional and competent. Our library networks working out of Olympia are advanced in technology to a degree that they are studied by practitioners from most of the United States. In short, we in Washington--we in my own particular District--have long believed in and supported the library as a bulwark of our culture and our democracy.

Let me say candidly that it is very easy for us in the Congress to forget that instant library service is not a privilege of every citizen. For each of us--in the House or in the Senate--have at our disposal the full 40,000,000 volumes of the Library of Congress and the personal attention of an elite corps of researchers. Yes, our jobs are arduous, but we do have the help to make the job considerably lighter.

But let us think a little more about this. In my District there are Indians, blacks, poor whites--not by any extent, of course, in the numbers that exist in other districts. What must be done is to see to it that the advantages we enjoy are brought to the unfortunate, to assist them to solve their problems. Guidance by the written word or through the offices of a competent and sensitive librarian can alleviate some of the burdens of life, just as the Library of Congress acts to help us in the House and the Senate.

Certainly Congress is aware of the importance of the library in building the hopes of the poor. Millions have been poured into building library structures and collections in the past decade. If you inquire of the Library Services Division of the Office of Education today you will find that nearly every penny of the grant funds available to them is for use in the service of the disadvantaged.

I am aware, of course, that the Department of the Interior is vitally concerned with the education of our Indian youth. And in recent years

the Department has turned its eyes upon library service in BIA schools. I am glad to see this. I realize that many of you are dedicated teacher-librarians, working with empathy with your young friends, striving to imbue in them both a pride in heritage and the tools with which to meet the white man's world. I know, too, that there are some beautiful library centers like the new one at the Southwestern Indian Polytechnic Institute in Albuquerque. But there are many of the 215 Indian schools which are not as fortunate and to these I am happy to see that the Bureau of Indian Affairs is turning its attention.

But I have a question for the Bureau! You are upgrading your school libraries. What is the situation as far as service to adults in Indian communities? Are these, too, in need for special attention? Let us hear about this.

I do not want to close this brief address without some recognition of the fact that I realize that most of you are technical librarians. I know, of course, of your work in Interior's Bureaus of Mines, Reclamation, Sport Fisheries and the Power Agencies as well as the Geological Survey and the Park Service. I understand that participants are here also from the Department of Commerce and observers from Justice and the Environmental Protection Administration. I welcome you all. I hope this is the beginning of an all-governmental library workshop. It is a good idea.

Please enjoy yourselves in our beautiful Pacific Northwest. One of the penalties of serving in Congress is having to be away from home so long so often.

Mr. Erik Bromberg introducing the Hon. Wendall Wyatt, Member of Congress, First District, Oregon, and Mr. Bob Bailey, Western Administrative Assistant for the Hon. Julia Butler Hansen, Member of Congress, Third District, Washington.

Hon. Wendall Wyatt and Mr. Bob Bailey greeting participants at Sixth Annual Library Workshop.

REMARKS

Hon. Wendell Wyatt
Member of Congress, First District, Oregon

Congressman Wyatt spoke extemporaneously. The following is a brief digest of his remarks:

"You should know that you have a real friend in Julia Butler Hansen. I have served under her chairmanship on the Interior Appropriations Sub-Committee for three years, listening to witnesses day after day. I can tell you that she is deeply committed to improving all phases of Indian life. It is a real passion with her. She is equally dedicated to seeing that government libraries are up-graded, unified as much as possible, and that you people have the tools to do your job well.

"We will do our best to see that you have the books, the tools you need to do the job. But bricks, mortar and books alone will not do the job. We need the continued dedication of each of you to make these programs live and breathe. We are grateful for your wonderful dedication and want to encourage you in every way possible to continue. We will try to give you what you need for maximum efficiency."

CONFUSION CONFOUNDED
OR SERVICES WE HAVE FOUND USEFUL IN LIBERATING BOOKS

Richard Abel
President, Richard Abel & Company, Inc.
Portland, Oregon

For a number of months I had the substance of this talk well in mind. Erik asked me to essentially repeat a presentation I had made for North West Chapter of SLA about ten years ago, which dealt with the problems of the book trade and how these problems affected libraries.

But then Erik unwittingly undid me. He sent the proceedings of your 1969 Conference. At that Conference, another book dealer spoke to you on these matters. I am certain, therefore, that you have heard all the themes and variations of the trade - that is you know that publishers want to publish books, not sell them, that the transportation system of the world reminds one of an ill-timed juggler whose competence has been exceeded and who, in an awkward and ungainly way manages to keep most of the balls in the air most of the time, etc., etc. So, I concluded that you would not only be bored to near extinction, but be badly served.

In the meantime, I was stuck with the title; but fortunately, confusion is so rampant in the area of knowledge transfer, that I can, by deleting the announced subtitle, still talk about confusion confounded without talking about the problems of the trade. I should add that I have made this change with some trepidation. You should understand that Erik is the grey reminence of the library world in the Pacific Northwest. So, I hope he will not think that I have confounded him.

I want to talk to you today about a mutual problem which is that of bibliographic control, and what our firm is doing to help lick this problem. We have to go a long way around to get knowledge out to the people who need to achieve bibliographic control. The problem of dealing with new books is acute. Here is the way we do it:

I. We maintain an Advance Information Processing Department. This department essentially gets information from publishers around the world in a variety of forms:

   - catalogs

   - brochures, announcements

   - production schedules - these are by far preferred, as they give the most accurate view of publication date.

An order is then ginned up; when the entry is put up, (according to ALA rules), we also put in the expected publication date. The system then

produces a claim to the publisher, if not received, and the publisher lets us know when the publication will be coming out, or that its publication has been postponed, etc.

In this way, we gain bibliographic control over nearly the entire world of scholarly publication before it is brought into print, as soon as it is available.

II. The books come in and go down the approval profiling stream. All books in series take a separate route:

Standing order series: We maintain 32,000 titles in series (an average of 18 libraries per title; for instance, Advances in Physical Chemistry will have many standing orders, but the Avocado Yearbook fewer). New series may have no standing orders, but we can cite the series correctly, and be prepared to accept standing orders later. Because of the fact that there are only approximately 38% of series with definite L.C. entries, it has taken us 6 man years of work to establish the data necessary for our series titles. The work is on-going, with approximately 150 new series titles being set up in our files per week. The series are identified by librarians, or individuals experienced with the book trade. Indicators for subjects are associated with each series title, so that list may be produced for the library to do collection building. A library may receive an individual series volume on either approval or standing order. The books in series then rejoin the stream of books, in the profiling department. We have about 20 people (subject and language specialists), who work with the books. A book is profiled according to our subject thesaurus, for academic level and NSPs (non-subject parameters). These include language of book, type of book, intended audience, collection intensity, etc. An IBM 370 computer then matches the book profile against the library profile. The output is either a "Book" hit (invoice sent with book) a "Form" hit (form sent only, as an announcement, to be returned if the library wishes to purchase the book), or Nothing, if this title is peripheral to the library's collection.

With this integrated system of Standing Order and Approval, we feel we have solved most of the bibliographic problem associated with getting the books into the library. Every book received on the approval plan saves the library $3.50 in acquisitions cost.

Cataloging crisis:

We assist the library with cataloging. Our catalog system is up, from Marc Tapes, Title II depository cards, NUC entries, for a total of 400,000 records. 4,000 are added each week.

The output is in two forms:

1. Catalog card sets ready to file, with headings and call numbers printed in place.

2. Machine readable cataloging.

There are 12 options to the format for printing call numbers (no printing on the back of cards, or red, though!) One library in Canada has a total of 57 different card options. . .

We calculate the amount saved to be $3.78 on every book cataloged for the library. We can do this by realizing economy of size; like developing the molds for the left front fender of a new car. To get the dye cast for the first one costs an inordinate amount of money. But after the molds are set, production is low cost and can go on forever.

Turn-key libraries:

Two or three years ago, we undertook to develop complete collections for new institutions. We determined what books would go in the collection, with the advice of the librarians; we produced card sets, processing kits, spine labels, circulation cards, etc.; we then stored the books in public warehouses, and sent the books on trucks to the libraries, ready to circulate, as soon as the library wanted them.

Libraries are moving away from L.C. authority. It takes much too long for L.C. to provide material. We contract with the AEC and NAL to provide cataloging within two weeks of our handling the book.

Thus, you have a total package, to support technical processes in libraries. Too much of the library staff's time is devoted to back room function, not front room. We try to provide the libraries with services to meet their standards and their options, and in turn give them more time for more important work.

Future:

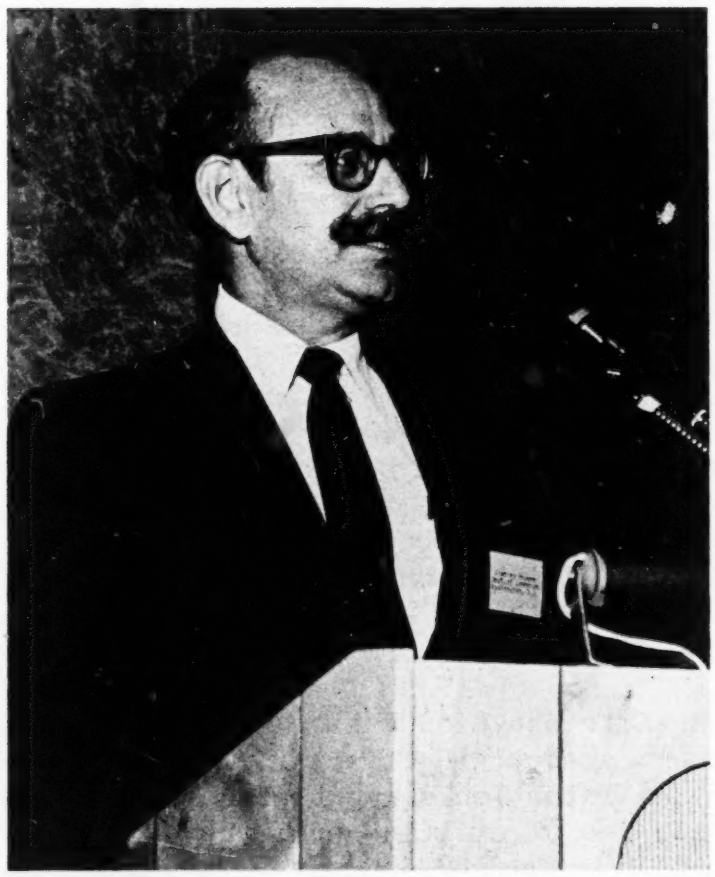
A good deal of the creation of bibliographic techniques on the computer has been unsuccessful, with a minority of results, and premature efforts. Libraries, and all of us, have not paid enough attention to approaches needed to have control over the literature of the various disciplines.

We are trying, in our company, to lay solid foundations for good bibliographic control. It has been said that the major problem facing the world society today is an information problem. We must be able to get information - good, adequate, correct information - to the decision makers of the world in an effective time frame. If you tell people where and how to get information, half of the problem is solved.

Once this is done for monographic material, we hope to be able to provide indexing abstracts, more information retrieval, creation of bibliographies, etc., to possibly make our small contribution to knowledge.

YOU CAN'T DO THAT (THE LAW AND THE FEDERAL LIBRARY)

Dr. Stanley Bougas
Librarian, U.S. Department of Commerce
Washington, D.C.



The federal library system is a fairly exclusive club (there may be some who do not realize the exclusivity, much less our numbers - though every federal librarian should - but that is the biased outlook of our competition - the private sector librarian). You are members of a system that contains legislative, judicial, and executive librarians as we define the terms, but included are general and special librarians, particular agency scientific and research librarians, and Presidential librarians. All of these operate under statutory authority, executive order, or by administrative directives issued at various levels of government units.

Our obvious problems are the legality of operation depending on the type of library, the acquisition and disposal of library materials, cooperation between libraries, the maintenance of collections, and management and personnel standards.

The problem is that when we speak in terms of law inevitably the monster of illegality looms up before us. Is it legal? Lawful? and if not in those terms: Am I doing the right thing? and what compounds all of our actions is the unfortunate fact that rules and regulations vary from agency to agency.

Let us start with procurement - the GSA Procurement Handbook says material is to be purchased to the "best economic advantage of the library and the government, within legal and administrative requirements." (p. 1) assuming that authorization to use appropriated funds has been delegated from the Secretary, to the Assistant Secretary, to the Director of bureau, to the Librarian - the first problem is bidding and negotiated purchase of library materials.

Your basic authority for making purchase contracts of any kind comes from 41 U.S.C. 11; the section states that generally no contract may be made on behalf of the United States unless it is authorized by law or is the subject of adequate appropriations. Further, supply contracts may not be made for a longer term than one year. In the same manner, Section 5 requires that purchases and supplies or services must be advertised except that in certain situations contracts may be negotiated when 1) the amount in any one case does not exceed $2,500, 2) the public exigencies require immediate delivery or performance - such as buying a large item on the last day of the fiscal year, 3) there is only one source of supply, (the purchasing officer must then so certify), and 4) the contract is for personal services of a technical and professional nature and paid for on a time basis.

The General Services Administration was established as the central procurement and management agency; in effect it is the head of procurement for the government, the intention being to facilitate procurement of articles and services, use of existing property (if GSA has it in its surplus you are supposed to "match and use". Currently the 1946 styles are mandatory throughout government - only if you cannot match can you go out to the market place and buy equipment), disposal of existing surplus property and the management of records. The Administrator of GSA issues rules and regulations dealing with procurement only in the Civilian Agencies of the Executive Branch; - GSA rules and regulations are not mandatory on the Department of Defense but due to cooperation may apply.

One of the main procurement problems of libraries was the payment in advance for publications. The statute, P.L. 98-91, 1961, excluded newspapers, magazines, or periodicals, which libraries were authorized to pay for in advance. But the then Bureau of the Budget more or less came to the rescue of the libraries by defining "publications" as "materials needed in order to furnish well-rounded library services". If needed for official use--you can pay in advance. There are practical reasons for doing so - the pre-publication discounts being one, the publisher may be trying to determine a market (and get payment to launch the publication), there may be a limited edition.

Quite often we are required to buy the publications of scholarly or professional associations only to discover that only member of the association may do so. In some instances statutory authority may be needed to apply for such membership, in others, agency directive may be the guide; a rule of thumb may be the following: to get publications of the XYZ Economics Society because of the subject interest of the library, the library may become an institutional member, which may or may not give it discounts, to buy the publications but at least gives it the right to select - but the other side of the coin is, with barely any exceptions, don't try to join A.L.A., S.L.A., A.A.L.L., which would be construed as a "personal" membership even if you thereby receive publications with the membership fee!

A feature which may not really affect the librarian to any degree is where he may buy supplies and equipment. We are all familiar with the major library supply houses; we all have particular tastes - especially in furniture and may prefer a particular "brand-name" - but with the bidding procedure we may not get it.

But there is one source we are required to use. The Federal Supply Schedule is the guide for some definite areas of book purchasing which primarily include law books, tax services and regulatory reporting periodicals, dictionaries, directories, specialized reference materials and other books. Under the schedule you need not accept books that are not the latest edition. You can make partial payments on vouchers as long as the contractor is so notified, purchases are to be made from the contractors noted on the schedule or contractors who enter into agreements to furnish books not on the schedule and in large quantities. The latter contracts are often limited by financial restrictions. It should be noted that the greatest number of specialized books are in the law category. New, with few exceptions, these books must be purchased from the noted contractor since as a rule only those contractors are authorized to sell. Second-hand books where available may be purchased from whatever source available. Just make sure of the prices!

We are also, where possible, required to buy materials stateside, and to make decided efforts to give minority business organizations an opportunity to become participants in such enterprises.

Procurement problems are legion; we all have them. Who hasn't had his vendor source changed? Who hasn't had a vendor complain of late payment? Who hasn't discovered that his requisitions have been sitting on some desk for weeks or months? In a sense it is part of our ulcerating library profession. What you do about it is dependent upon each librarian - rant, rave, swear - but do not assault! Try to be (for reasons to be noted below) non-violent.

Gifts and exchanges often present massive problems. Most of us may never experience some of these gratuitous actions, but here are a few examples: tax deduction for library gifts - such deduction may be claimed for a gift to a federal library. Most librarians are faced

with a box or boxes of old books, monographs, reprints, etc.; on the basis of our own experience we may write a "thank-you" letter indicating that the gift was worth, for tax purposes, seventy-five dollars. But - if you are lucky enough to be the recipient of an extremely valuable historical collection, a half-a-million dollars, a building, etc., then you had better read title 26 U.S.C., call the Internal Revenue Service, call your general counsel, and in the background have your own attorney skulking and observing everything that transpires.

Now, let us say your library has received a check for half-a-million dollars. Number one: It can't be made out to you! Number two: It can be made out to the library or agency, Number three: if it is, it goes straight to the U.S. Treasury as miscellaneous funds! -- unless the donor makes definitive terms for the use of the gift and they are so accepted! If the gift is one of income resulting from a fund there must be special arrangements to return income to the originating fund for use in future operations or again - back to the Treasury! The best way is to establish a revolving fund either by statute, by will, or agreement, and thereby the fund becomes self-supporting. This way a private gift received for use by a government agency is not treated as money for the miscellaneous use of the United States. The important feature is that a revolving fund is permissable only when provision for it is made expressly or can be shown by an overwhelming inference.

The Secretary of the Interior is specifically authorized to accept gifts for immediate disbursement to the National Park Service 16 U.S.C. 6a. The rest of you must make specific provisions.

The counterpart of gift is, in our federalese, exchange giving one thing for another - transfers in kind -- excluding transactions in which money is a consideration. It is usually the exchange of the publications of one organization for the publications of another. To most of us it is a matter primarily of disposing of books no longer needed or obsolete to the mission of the parent agency.

It is a general requirement that such materials go to an appointed administrative office or officer who makes a disposition. In the Washington area the procedure is simple - you ship it to the Library of Congress, Gift and Exchange Division; you call a sister agency which may want the material - or you may sell it. That word sell is a trap of which one must be very careful. Sell and get money -- BAM! - right to the Treasury! The better practice is to receive in return materials in microform, reprint, etc. - of equal value to the material exchanged. Strict valuation of the materials must be adhered to or it becomes a sale and ergo - straight to the Treasury!

Staff must beware of the tendency to convert to their own use library materials that may no longer be necessary to daily operations or may now be obsolete and of limited value to researchers and readers. Disposition of such property must be made through proper channels; staff cannot take for personal use, whether or not the material has been stamped "DISCARD", whether or not identification marks, i.e., property

stamps, book stamps, book plates, or other indicia of government ownership have or have not been removed or otherwise obliterated. Of even greater importance is that such material cannot be sold to secondhand dealers thereby supplementing employee salaries. This is a fraudulent conversion of government property! You can't do that!

Remember that every piece of equipment, especially furriture, filing cabinets, typewriters., is charged to some office and official. It must be surplused according to regulations and not distributed to staff for personal use.

But let us look at another problem some of us often face. To provide a reader service we learn of materials that are essential to any one group in the agency - it may be books, reprints, pamphlets, etc., which are purchased as "give-aways". So you make out a requisition - order 100 copies, or 5,000, and proceed to make distribution within and/or outside the agency. You are applauded for your professionalism - and then someone brings attention to the fact that you spent government money for this purpose! You have just given away government property and you can't do that without express statutory authority. This does not hold for those little library brochures, library bulletins, etc., if done inhouse or interagency. If it goes beyond that you had better check with your public affairs office and OMB - especially if you want to sell it! GPO and NTIS are the main selling government agents otherwise.

As an aside, the Department of Commerce operates the NTIS facility, the old Clearinghouse of Federal and Technical Information Services. NTIS has, as everyone else, raised its prices and its function is peculiar since much as the GPO, it provides depository library services to various selected organizations - federal and private - the amount of materials to date placed on depository is small but the important feature is that translations are part of the depository feature.

Further, if you write a report, book, pamphlet, etc., on government time with government resources, don't copyright it! It doesn't belong to you unless you did it on your own time - outside the scope of your official duties. That includes all these little speeches we are making at this workshop.

Sometimes it is quite difficult to determine from the rules, regulations, and statutes, just what cannot be done in libraries or by library personnel. We all know our essential functions include the preservation and maintenance of library materials, security measures (classified materials), and service to readers. Some regulations are specific - offering items for sale in a library is unlawful; defacing library property, unauthorized removal of books, etc., tearing pages out of books, periodicals, etc., discharging firearms, fire-works, or explosives, arson, assembly for unlawful or obscene utterances, and the like. We all have had the experience of the extremely disreputable appearing individual who comes into our reading rooms just to read the newspapers, journals, sleep, or just come in out of the heat or cold. Unless that person becomes a

nuisance, you can't throw him out! If by rule, regulation or statute, he needs security clearance or the library is reserved for the express use of agency personnel he may be prohibited from using the library. If it is necessary to eject someone - do not become courageously heroic - call the security force. That is their job and you may possibly save yourself from mayhem and an assault and battery charge!

Now this does not apply only to the public users of the library. You cannot assault, verbally or physically, in a manner to cause either mental or physical trauma, an employee of the government or a member of your staff, no matter how much they may deserve it! The government frowns on such aggressive and/or abusive behaviour and the results may be immediate dismissal, loss of promotion, demotion, loss of federal benefits, plus the inevitable possibility of civil and criminal action instituted by the aggrieved party. Remember also, that the aggrieved party need not bring the criminal action; if the criminal activity is serious enough the state may pursue the matter and even if you aren't dismissed by administrative action the ability to pursue your chosen profession may be circumscribed by the fact that you are incarcerated in either a state or federal penal institution!

Another way to invoke the wrath of personnel officials and the Civil Service Commission is to become involved in a conflict of interest controversy. 18 U.S.C. 209 strictly prohibits government officials and personnel from accepting, from any source, gifts or money, by which they may supplement their salary due to services rendered as a government employee to the outside source. Again - if you write something with government assistance or on government time - don't get paid for it! In the event you do not know - title 18 U.S.C. is the Criminal Code! The sanctions are terrible to contemplate! Primarily they turn the money received in to the Treasury and gleefully go on from there! The minute you start working on any project during working hours that is not relevant to your official duties you are subject to loss of annual leave, pay benefits, and on and on. If you wrote a speech on government time to deliver at this Workshop you are in agreement with officialdom since that is in the government's interest. But if you write one for delivery at a professional association meeting and it does not in any way deal with your official capacity - the spectre of 18 U.S.C. is undoubtedly learing over your shoulder. You should be getting a fricky-fracky, crawly, creepy feeling up and down your back if not pangs of derailed intellectuality.

One item must be dealt with even if only in passing. It has been controversial for years - the controversy may end soon or continue for some time. The issue is currently in the Court of Claims - it will be a decision that will affect every one of us that has a xerox machine and provides photocopy service. What can one say? A copyrighted item should not be copied without permission of the author or publisher. Fair Use has fallen on evil days since the advent of the photocopiers. As librarians you are in quite a quandry - copy and

you can be sued - don't copy and you can be fired, cussed at, be accused of stultifying intellectual growth and creativity. Ask the professional associations - you are damned if you do and you are damned if you don't. The law says no with some variations, exceptions, and justifications. Do you want to accept the liability or responsibility? As librarians with all the philosophy of our profession guiding us you may have choices - some will be difficult - BUT . . .

The question of the do's and don't's of personnel in relation to this subject was posed. Actually I do not believe it to be within the ambit of the subject since in a sense it is strictly an administrative exercise so to speak. How do you hire? How do you fire? What about grade structures? and the register qualifications for positions?

The one feature of personnel procedures that should be kept in mind is the government's position, which is upheld by statute, concerning equal opportunity regardless of race, color, creed, politics, national origin, sex and age. Legal action could be brought if these tenets are violated, but more serious would be the administrative action through personnel offices which could result in official reprimand, disciplinary action, demotion, etc. Also keep in mind that each agency has an equal opportunity office and your grievances must be forwarded to these officials for action.

I think these are beyond this paper. There are actions that are and are not permissable - but these are administrative and it really means a good reading of the rules and regulations plus a cracker jack personnel office to get what you want. What was mentioned previously is more than that - it was law and most often than not you just can't do what you did or what you want to do. There are laws-a-bunch. You better obey them!

EDUCATING MINORITIES IN A CORRECTIONAL ENVIRONMENT

Richard E. Cassell
Program Content Coordinator
Department of Justice, Bureau of Prisons
Washington, D.C.

Introduction

It is a pleasure to have the opportunity to speak to a variety of librarians from the various agencies within the Department of the Interior and Department of Commerce. As I glanced at the participants' roster, I realized my speech today will have different meanings to different individuals represented at this conference. Since many of you are from the Bureau of Indian Affairs my remarks will have greater significance as many of our institutions have Indian residents. To others, my remarks may be informative and useful in understanding the problems of educating minorities in a correctional environment. To all present, it is everyone's responsibility and commitment to make our society a better place to live and grow. With this thought in mind, I will present to you data concerning minorities incarcerated in Federal institutions, types of correctional facilities, types of offenses, the philosophy of the Bureau of Prisons regarding minorities, problems in educating minorities, educational designs in prisons, examples of two model youth institutions, vocational trends to be considered and innovations for prison reform.

DATA CONCERNING MINORITIES
TYPES OF CORRECTIONAL FACILITIES AND SENTENCES

The following data will give you an idea of the numbers of prisoners, types of facilities and offenses within the Bureau of Prisons.

DATA: PRISONERS CONFINED IN FEDERAL INSTITUTIONS BY RACE

RACE	PER CENT	TOTAL
White - 14,045	67.2%	
Black - 5,513	26.4%	
Oriental - 36	0.2%	
Indian - 377	0.8%	
Other - 31	0.1%	20,892
Not Reported - 890		

TYPES OF INSTITUTIONS

Juveniles & Youths

Ashland, Kentucky
Englewood, Colorado
Morgantown, West Va.

Young Adults

El Reno, Oklahoma
Lompoc, California
Milan, Michigan
Petersburg, Virginia
Seagoville, Texas
Tallahassee, Florida

Long Term Adults

Atlanta, Georgia
Leavenworth, Kansas
Lewisburg, Penna
Marion, Illinois
McNeil Island (Pen.), Washington
Terre Haute

Intermediate Term Adults

Danbury, Connecticut
LaTuna, New Mexico-Texas
Sandstone, Minnesota
Terminal Island, (Male), Calif.
Texarkana, Texas

Short Term Adults

Allenwood, Penna.
Eglin Camp, Florida
Florence Det. Center, Arizona
McNeil Island (Camp), Washington
Montgomery, Alabama
New York Jail
Safford Camp, Arizona
Lompoc, California

Female Offenders

Alderson, West Va.
Terminal Island, California

Intensive Medical Treatment

Springfield, Missouri
Springfield (Camp)

Community Treatment Ctrs.

Atlanta, Georgia
Chicago, Illinois
Detroit, Michigan
Houston, Texas
Kansas City, Kansas
Los Angeles, California
New York, N. Y.
Oakland, California
Dallas, Texas

National Institutes of Mental Health

St. Elizabeth's Hospital

POPULATION BY OFFENSE [1]

OFFENSE DESCRIPTION	NUMBER	PERCENT
Burglary	223	1.1
Counterfeiting	617	3.0
Drug Laws	3,371	16.1
Embezzlement	190	0.9
Firearms	380	1.8
Forgery	1,007	4.8
Immigration	791	3.8
Kidnaping	208	1.0
Liquor Law Violations	470	2.3
Larceny	4,865	23.3
Robbery	3,369	16.1
Securities, Transporting False/Forged	732	3.5
Hijacking Commercial Plane	11	0.1
White Slavery Violations	59	0.3
Selective Service & Training Act	340	1.6
Juvenile Deliquency	468	2.2
Other Federal Law Violations	1,774	8.5
District of Columbia, Local Cases	221	1.1
Government Reservation, High Seas, and Territorial Cases	649	3.1
Military Court Marital Cases	87	0.4
Not Reported	1,056	5.1
Total	20,888	100.0

1. Source of data p. 2-3: Administrative Services Division, Information Systems Branch, U.S. Dept. of Justice, Bureau of Prisons, Washington, D. C., July 1971.

PHILOSOPHY OF THE BUREAU OF PRISONS REGARDING MINORITIES

It is the philosophy of the Bureau of Prisons to encourage activities that instill a sense of pride in the individual regarding his race and culture. With a sense of pride in a culture comes a better self-image of the individual toward his role in society. The thrust is to re-direct the offenders attitudes and perceptions of himself into a cultural channel that provides an environment in which he can portray his own positive feelings and contributions. The environments created within an institution for this portrayal is through Afro-American literature, Black Studies programs, cultural discussion groups, Chicano-American clubs, Indian cultural clubs, communicative tapes of cultural music, art media, language programs, provisions for demonstrations by outside community resources and providing a variety of literature regarding cultural history.

PROBLEMS IN EDUCATING MINORITIES IN A PRISON ENVIRONMENT

A few years ago it was difficult to find educational materials to be utilized in teaching minority individuals. There were some publications by black authors, but specific programs written on a lower academic level were practically non-existent. Today, it is getting to be a matter of selecting the best programs from a variety of curriculums written specifically for black students. The significance of this choice is the impact on increasing learning performance of the black student. One of the greatest problems in educating any minority group is a constant bombardment of materials that aren't relevant to his interest and culture. Too often we have imposed white culture, literature, and art upon a culture that could not absorb its content. I would resent someone managing my learning who presented nothing but black materials, black art, black history, etc. Learning involves being stimulated to make inquiries; to seek new knowledge; to broaden mental horizons that prepares one to cope with life.

Last year at the Federal Youth Center, Ashland, Kentucky one of my staff members made an evaluation of the General Equivalency Development Test (High School Equivalency).[2] In one year out of 204 students 154 passed the GED test (75.86%). The black students were passing at a lower rate (51%) than the white. As a result of this evaluation it was found black students entered the program with a lower initial reading score, there was an absence of a variety of black materials in the reading laboratory, and we were not utilizing black tutors in the program. With the assistance of a very perceptive Reading Manager we selected a variety of black reading programs and made accessible spiral book racks for a variety of paperback books. In addition, 3 black tutors

2. Blevins, Dudley, Jr., 1970 GED Progress Report - Ashland, Kentucky: Federal Youth Center, Educational Development Center, n.d.

were assigned to the lab to assist the slower student. I am extremely interested in seeing the results of the progress made this year. It was interesting on my visit to this institution last month to observe 50% of the students in this program were black - when the total population is 20% black. This could be explained by relevance of materials, a better self-image, and learning stimulation to seek broader horizons.

I am not advocating a separation of white-black literature as a means for educating minorities. The white students are also getting insights into the contributions made by blacks in science, literature, art, music, and the humanities.

The intra-disciplinary approach to learning through language, arts, reading, social studies, science, etc., not only serves to educate students academically, but promotes understanding of a cultural heritage and its contributions to society.

Let us turn for a moment to the problems of the Indian and Spanish-American student. There are limited educational programs to be utilized in an intra-disciplinary approach such as those developed for black students. Presently, I am seeking Indian and Spanish-American resources to find these kinds of materials. Research studies indicate a need for these kinds of programs yet, I have not found a comprehensive course such as GED or reading program for this specific group. There are many lists of books regarding the Indian and Spanish-American culture that are written for the person who can read well. My search is for materials that will enhance learning and understanding in an educational environment for the student. Some of the items that are conducive to this search would include:

a. Integrated history materials viewing all ethnic groups objectively regarding their role in the history of America.

b. Appropriate literature (fiction and non-fiction) for classroom and library use written on 4th to 12th grade levels.

c. Cultural language programs including tapes, video-tape presentations and discussion materials.

d. Curriculum related to the Indian and Spanish-American culture and interest.

e. Specific materials on Indian culture with instructor guidelines for presentation.

f. Information of resources available to Indians by region and locale.

g. Arts and crafts programs.

At this time we are relying heavily on the resources of the community to assist in explicating the philosophy of promoting cultural growth. I notice one of the participants at this conference, John Akers, is from the Haskell Indian Junior College, Lawrence, Kansas. Haskell Indian Junior College has been most cooperative in providing cultural activities at the Leavenworth Penitentiary for the Indian population. Within the institutions the education department provides the meeting rooms for the cultural groups for discussion and presentations. We welcome any suggestions and advice in promoting cultural activities within these environments.

MOTIVATIONAL TECHNIQUES FOR MINORITY STUDENTS

Some of the methods listed previously indicate the impact of the curriculum on student learning. Another important element is the view point of the student toward his learning environment. Prison environment coupled with prior unpleasant school experiences are not conducive to creating the urge to learn. When a student can express his interests with some direction of how he is going to obtain knowledge the conditions for his learning are more effective. It has been my experience to find a base for motivating by listening to the students individually and collectively. Recently, I listened to a group of twenty women prisoners express a genuine concern for the kinds of jobs that would be available to them should they pursue particular careers. These meetings leave open an avenue for "airing grievances" (which is good) yet, also reveals a real world desire to become a more competent person. The motivation of these intelligent individuals is a good indicator for channeling potential undesirable behavior into an area of constructive self generation through education and training.

The conditioning of minority students to being sensitive of his race is a natural one. Historically, conditions of his life has had racial overtones that indicate something less than human. In a learning environment he must relate to the classroom manager on a human level that may be threatening to his existence. He bases many of his perceptions on the trust he can allow himself with the person in charge of his learning. It is essential that representation of his culture be evident both physically and psychologically. This representation must demonstrate more than color. The same attributes that motivate students to learn must be evident through sincerity, honesty, understanding, and a willingness to be objective.

The thrust for effective motivation is the recruitment of minorities to staff all levels of postitions from teachers to administrators. The team approach with a mixed team serves as a model to promote human understanding and to increase learning performances of those under its direction. For many instructors it is necessary to understand the characteristics of a culture and the application of learning principles to that culture. Do Indian students learn any differently than white

students? What instructional approaches can best be utilized to ensure more learning? Constant assessments must be made toward a basic question - Is the education and training going to assure that individual a livelihood upon his release?

There is a need for involvement in projects that explore these kinds of questions. The training grounds for some of these answers exist in Indian Education Workshops, Tribal Studies, Indian Training Centers, Ethnic Environmental Seminars, Designs in Principles of Human Engineering, and Skill Training Studies.

EDUCATIONAL DESIGNS IN A PRISON ENVIRONMENT

Modern technology has provided the media that allows more freedom for the teacher than ever before. As a result of this technology and the variety of programmed materials, the role of the teacher has changed to that of being a classroom manager. Educational facilities have been redesigned from the traditional classroom to learning centers which provides more flexibility in managing learning situations. If you were to walk through a learning center you would observe a pleasant atmosphere where many positive things are happening. You would observe different types of furniture arrangements to serve a particular function. This would include study carrels, testing areas, small tables for discussion groups, portable blackboards, media centers, counseling areas, reading centers, spiral book racks, and a lounging area. The design would reflect informality with appropriate background music. The interior decoration would be colorful reflecting a place for learning comfort. The total concept is to provide a functional learning environment eliminating the sterile conditioning of the traditional classroom.

EXAMPLES OF TWO MODEL INSTITUTIONS

Briefly, I will describe two youth institutions that utilize different approaches in their treatment procedures. The Robert F. Kennedy Youth Center at Morgantown, West Virginia is using behavioral modification techniques developed by Herbert C. Quay, Ph. D., Temple University, Philadelphia, Pennsylvania. Basically there are four major behavioral categories that differentiate one individual from another. The classification of the resident through testing and observed behaviors place him in B.C. 1, 2, 3, and 4. These categories fall in a range from passive to aggressive behavior. The staff at the institution are tested to determine their specific category. The caseworkers, counselors, teachers, etc., are then assigned accordingly to work with respective behaviors. This institution has no walls or fences. Students attend progressive educational and vocational classes on a full-time basis without the usual institutional maintenance assignments. There is a token economy which provides for work and education accomplished by the resident. To date, statistics indicate a lower recidivism rate compared to other institutions.

The other institution is the Federal Youth Center, Ashland, Kentucky. The treatment process is oriented toward education and training with the normal institutional work assignments. The learning center concept is utilized for the Adult Basic Education, G.E.D. programs and vocational training. The model learning centers use a variety of techniques for individualized instruction, i.e., prescriptive instruction, success-oriented curriculum, behavioral objectives, tutorial assistance, flexible scheduling, contingency management, environmental seminars, etc. Programs within the learning center reflect what is being taught. The Initial Teaching Alphabet, Computer Assisted Instructions (reading and math), teaching machines, a variety of commercial and teacher constructed materials, videotape and slide-type programs developed by the audio-visual studio are utilized to increase learning performances. The vocational training learning center is located in the vocational training building next to the vocational shops. The shops are designed on the skill station concept.

An Adult Basic Education Model developed by two institutional teams at seminars conducted by the University of Hawaii Research and Development Center, will be implemented next year. Project Newgate, a college and study release program for residents with high educational potential, has been in effect for two years.

There have been some very significant projects concerning basic assumptions of prison education conducted within this environment. With a perceptive staff of innovative people many questions including those regarding educating minorities have been partially answered. The Health Services Training Program, Project PRIDE (Prescribed Reinforcement Involving Differential Education), Project READERS (Re-Educating and Developing Educationally Retarded Students) presented data that disadvantaged students can reach the same goals as other students in the right kind of an educational environment. [3, 4, 5]

3. Light, Jane, B.S.N., R.N., Health Services Training Program, Ashland, Kentucky: Federal Youth Center, Educational Development Center, n.d.

4. Cassell, Richard, Project PRIDE (Prescribed Reinforcement Involving Differentiated Education), Ashland, Kentucky: Federal Youth Center, Educational Development Center, n.d.

5. Comet, R. Project READERS, (Re-Educating and Developing Educationally Retarded Students), Ashland, Kentucky: Federal Youth Center, Educational Development Center, n.d.

VOCATIONAL TRENDS TO BE CONSIDERED

According to the U. S. Office of Education, public vocational education schools have an estimated enrollment of 10.4 million students; adult program enrollment 2.8 million. It is evident vocational training gives individuals an edge in the job market compared to those who lack formal education. The national unemployment among teen-agers stands at 16%, but the rate for teens with vocational training is only 5%. Estimates that 85% of those high school graduates who complete vocational programs find jobs in the field for which they were trained. The reason for this trend is that technological advances create new jobs. Some of the areas where the demand is greatest are in: data processing, para-medical specialties, jet-engine maintenance, laser technology, diesel-engine repair, refrigeration repair and restaurant cooking. Other reasons for this demand is the willingness to work for less pay than the college graduates and vocational school graduates perform certain jobs better than their college trained counterparts.[6]

The implications of these trends are signals to redesign the training procedures within institutions to conform with the job market demands.

Mr. Richard Cassell

INNOVATIONS FOR PRISON REFORM

The tragedy of prison reform is the lack of acceptance by the community of those who have been incarcerated. There is discrimination by many organizations in almost every positive area that would prevent recidivism. If we expect reform then we cannot expect maintenance of a system that encourages 2nd class citizenship. I'm not advocating opening the prison doors to flood the communities with those who may always need supervision, but the opening of community doors to salvage those individuals that have the potential to re-direct their lives. For example, a recent survey of admission policies of colleges and universities toward offenders revealed 10% would consider enrollment.[7] If this is an indication of community attitudes - what is the attitude of the total spectrum of our society? Society traditionally believes in harsh punishment and hasn't learned to what degree punishment ends.

Assessments of educational and vocational interests have been made of inmate populations. These assessments indicate a cross section of occupational, vocational and educational interests that cannot be duplicated inside prison walls. First budgets could not support this kind of training. Secondly, the training would take place in an unreal environment. If an assessment was made of all the community resources that offer specific training, such as the vocational education schools, educational vouchers could be prepared guaranteeing completion of courses leading to the occupation desired. The punishment for crime would be a requirement of spending time in a facility where he would work and reflect upon his life through intensified social services. The second stage would involve his voucher commitments. The third stage would involve his accountability through employment and community adjustment. Perhaps regional banks as an alternative would provide student loans to the offender. Deductions after employment could be made to maintain capital for other offenders.

Institutions have been designed for larger populations and are generally located in remote areas - away from the community resources that could assist in community adjustment. The Community Treatment Centers now in operation are a result of recognizing this need. Ideally, any new institutions would be designed for small populations located in larger

6. Phelps, Lewis M., "Learning a Trade," The Wall Street Journal, Sept. 1971.

7. McCabe, Patrick, Driscoll, Brian. College Admission Opportunities and the Public Offender. A paper presented to the American Association of College Admission Counselors, San Francisco, California, September 30, 1971.

urban and metropolitan areas. The community based institutions would be in a position to give continued support during and after release care through the various services that are required to maintain the individual.

Intensified new approaches to human behavior in every major area should be explored for differentiated treatment procedures.

Educational and vocational training should be completely restructured through new methods and research of its relevancy to the community.

Coordination of all information from every aspect of treatment should be disseminated from one central source.

Community Education Centers should be developed to educate the community toward its responsibility of accepting offenders.

A reorganization of commitment policies is needed to assure maximum utilization of the resources available for the offender in view of his offense.

Exploration of the problems of minorities who return to the area where a means for livelihood is unavailable.

There are many areas in which innovations can take place to completely reform the present structures of a prison environment. Although my talk today is directed toward educating minorities in a prison environment, it is difficult to focus on one area without considering the problems that affect all offenders. Basically, these innovations must occur in a community setting as the community is the answer to solving major problems of prison reform. I wish to thank you for the opportunity to speak before such an interesting group of people. I welcome any suggestions regarding educating minorities and ideas for prison reform.

PROCUREMENT

Mr. Harry Doern
Division of Property Management
Bureau of Sport Fisheries and Wildlife
Portland, Oregon

I am employed by the Bureau of Sport Fisheries and Wildlife and work in the Division of Property Management of the Portland Regional Office. Mr. Richard Mundinger, Chief of our Division, was originally scheduled to give this presentation. However, at the last moment it was necessary for him to fly to our new fish hatchery near Reno, Nevada, to administer a contract involving experimental ultra violet sterilization equipment. Although this new equipment has not been completely successful, I suspect that while in Reno he will take the opportunity to check various other mechanical devices that are equally non-productive. Needless to say, win or lose, I would gladly trade places with him.

We have ten employees in the Division and are responsible for the purchasing and contracting of supplies, materials and equipment of all kinds. This includes everything from airplanes to snowmobiles, and fish food to automatic fish counters. We are also responsible for administering contracts for the construction of everything from roads and dikes to completely outfitted fish hatcheries. We are also responsible for the acquisition, utilization and disposal of all personal property involving over 150 field offices in the eight western states.

It is unfortunate that our purchasing agent is on leave at the present time as his job is more directly involved with purchasing relating to your needs and he would have been in a better position to furnish the latest information and regulations pertaining to the purchase of library materials. Sirce purchasing procedures and limitations vary from one bureau to another, I will not attempt to explain procurement guidelines followed by our bureau. All purchasing activities of the government, however, are governed by Federal Procurement and Federal Property Management Regulation, Departmental and Bureau Regulations, and these spell out delegation of purchase authority for all concerned. When in doubt as to the proper method of procurement, check with your regional or central procurement office for assistance.

Until last year my job as Property Management and Utilization Officer dealt primarily with the acquisition, utilization and disposal of personal property, therefore, I am not well versed in the details of purchasing library materials and services. However, late last night I began the task of checking the various sources of supplies for books and periodicals.

First of all I consulted the GSA Guide to Sources of Supply and Service, which is issued annually and is available from any GSA Regional Office. This guide is an important aid to any employee having purchase

responsibilities as it serves as a basic supply reference catalog for commodities and services available in the GSA supply system.

Under the heading of books, it lists 7 pages of several hundred books of all kinds, indicating the sources of supply, which are primarily available from contractors listed in the Federal Supply Schedules under FSC Group 76, Parts I, II, and III. Most of you, I am sure, are familiar with these schedules as they contain almost every subject imagineable. Each Federal Supply Schedule contains information for ordering offices and special instructions relating to the scope of the contract.

In addition to Federal Supply Schedules, there are also contracts issued by the Department of the Interior, such as the one awarded to Richard Abel & Company, Inc., Portland, Oregon, for the supply of books, publications and related library materials and services. I understand that a representative of this firm gave a presentation yesterday explaining the details of their contract with the government.

The Department also has a current contract with the Library Binding Company of Waco, Texas, for the furnishing of labor and material to bind books, periodicals and serials as may be required by the Department in Washington, D. C. and for various field offices.

For those of you who have need for printing and binding, I suggest you review Department Manual Release No. 1306, Part 314 DM 1 through 11, issued June 14, 1971 concerning policy changes and updated procedures involving printing in chapter 1, chapter 2 general requirements must be met for processing any form of printing matter. Chapter 8 pertaining to government printing and binding regulations for publications; Chapter 4 which sets forth the requirement which must be met before the Office of Management and Budget will authorize the publication of new periodicals, or extend authority on existing periodicals; chapter 5 on letterheads and overprinting of stationery for field offices; chapter 6 uniform specifications for library binding for use throughout the Department; and chapter 7 concerning departmental printing plants, and the GPO regional printing procurement offices covered in chapter 8, which procure printing needs determined to be commercially procurable.

Those of you who are involved in obtaining printing and binding services, I suggest that you get a copy of the Agency Procedural Handbook for Commercial Procurement of Printing Services. This is a guide to be used by Federal Departments and Agencies in the future course of operations with the Government's commercial printing procurement program. I am sure you will find it very useful. This is available through your regional or central office procurement division.

The preceding information is very generalized, however, with the additional information to be presented by the other members of the panel who are better informed on the subject, together with the question and answer period that follows, I trust the time spent with us today will be worthwhile.

PROCUREMENT

Burton H. Jarvis
Head, Procurement Section
Bonneville Power Administration
Portland, Oregon

I have been asked to present a brief summary of Bonneville Power Administration procurement procedures, problems in general, and our procedures and problems unique to procurement of library needs.

Contracting Authority

The Bonneville Project Act of 1937 is the enabling legislation that created the Bonneville Power Administration. Our basic authority to contract from that Act, which states that all purchases and contracts made by the Administrator for supplies or services shall be made after advertising. It provides that such advertisement is not required when (1) an emergency requires immediate delivery of the supplies or performance of services, or (2) repair parts, accessories, supplemental equipment or services are required for supplies or services previously furnished or contracted for, and (3) the aggregate amount involved on any purchase of supplies or procurement of services does not exceed $500. We also rely on the authority of the Federal Property Act of 1949 and the implementing Federal Procurement Regulations. The FPR provides that purchase of supplies or services not exceeding $2,500 may be by negotiation. BPA believes in utilizing the best of all worlds and negotiates its procurements under $2,500 under the authority of the Federal Property Act. The Administrator of BPA has redelegated his authority for purchasing to various contracting officers within BPA.

Scope of Procurement Activities

The major item in the BPA budget is for the materials, equipment, and construction of power system facilities. This money is spent to purchase items such as transmission line towers, conductors, insulators, power transformers, power circuit breakers, complicated control devices, and the hundreds of other items which are necessary to construct the power system. We contract separately for the construction of transmission lines, substations, maintenance buildings, and other structures necessary to operate the system. The BPA budget currently runs at a level of about $90 million for our construction program. Of this amount, about $40 million is spent for construction equipment and materials, approximately $18 million for construction contracts, and $3 million for tools and equipment. In addition we contract for hundreds of other items necessary to operate, maintain, and administer the power system.

Problems

In building a power system, we must keep in mind that "a chain is no stronger than its weakest link." The failure of a piece of hardware costing a few dollars can put a multi-million dollar power line out of service. To reduce the possibility of this occurring, BPA is presently implementing a new quality assurance program. As a part of this program, we will place greater emphasis on evaluation of a prospective vendor's past performance in assessing his chances of success, if he were to be awarded a BPA contract. It is our intention to award contracts only to vendors who can demonstrate capability and willingness to make timely performance on contracts Another part of the program is to establish new procedures on contract surveillance.

It is our plan to assign various levels of surveillance to contracts, so that manpower can be most efficiently utilized. A higher level of surveillance will be assigned to marginal vendors or to one performing a more difficult contract. Contractors who have established a good performance record or who are performing on repeat orders will be given a lower level of surveillance. In this way we expect to discover more of our potential problems at an early stage in contract performance and be able to minimize the disruptive effect that these problems may cause.

Procurement of Library Needs

Within BPA, we have developed a very excellent working relationship between the Procurement Section and the Library Staff. These procedures have been in effect for some time and we have had opportunity to iron out some of the bugs. As a result, I believe we have developed a system that is working very smoothly, and I am not aware of any serious problem areas at the present time. Our library purchases are primarily made by the following methods:

1. Blanket purchase orders have been written to several vendors to cover our needs for the particular item provided by that vendor, during the fiscal year. These blanket purchase orders amount to a charge account which authorizes certain individuals, named in the order, to purchase items subject to terms and limitations spelled out in the purchase order. The vendor submits a bill to BPA periodically, usually at the end of each month. The invoices are checked by library personnel who verify receipt of the materials. The purchase is approved by the purchasing staff, and then forwarded to disbursement for payment. We currently have about 35 blanket purchase orders in operation. Charges against these orders are usually made several times a month. Monthly charges on any one blanket order may run as high as $1,000 in a month.

2. Purchase orders for specific items are issued to the vendor for the specific item. The library staff prepares its requests on the purchase order form, which also serves the function of purchase requisition and eliminates the need to retype the information in the procurement section. This has saved considerable work and also reduces the likelihood of introduction of new errors due to redrafting the requisition information on another form. The purchase order is reviewed by purchasing staff and, if in order, is signed and sent to the vendor.

3. Subscriptions to newspapers and periodicals for the outlying area offices were formerly coordinated by the Library Staff. These purchases are now handled directly by the area offices. We have a Supply Management Representative near each of the area offices who is able to handle these purchases which has resulted in closer coordination of the needs of the area offices and has speeded up the servicing of the area office requirements.

One other idea we have implemented that has been helpful in preparing purchase orders is to state the price as "estimated." This permits disbursement people to pay on the invoices, even though the invoiced amount may vary slightly from the estimated price. These differences may result from variations in shipping cost or recent price changes. Previously it was necessary to issue revised purchase orders to correct such minor price revisions.

The library will normally spend about $20,000 per year for books and magazines. In addition, they process orders for other branches and organizations for subscriptions, special documents, technical journals and standards, as well as training materials. These orders amount to an additional expenditure of about $30,000 per year.

To summarize, I believe that the problems associated with supplying the needs of the library are minimal as compared to the problems that I encounter in procurement of many of the other items used by BPA. I attribute a great deal of the success to the excellent working relationship that has been developed between our procurement staff and the library staff. The library staff is particularly knowledgeable of its own needs, the vendors which are available to supply these needs, and have demonstrated every effort to work with procurement to make their purchases in accordance with the regulations and policies under which we must operate.

PROGRAMS AND SERVICES OF THE DEPARTMENT OF COMMERCE

Introduction

Dr. Stanley Bougas
Librarian, U.S. Department of Commerce
Washington, D. C.

Today we of the "headquarters" Department of Commerce libraries are hoping to give you some idea of the type of programs, services, and cooperation we are prepared to offer to the field. The emphasis will be on what we are all about; we are far away; we have hundreds of thousands of volumes representing hundreds of subject areas; but we are on FTS, we have been known to receive mail -- so after this we hope you field librarians will contact us -- all of us -- when particular needs arise. Another thing -- do not consider us as strangers. A great effort has gone into making this a truly interdepartmental library Workshop; let us branch out and use one another's resources.

Only by such cooperation can we make the greatest use of our combined resources and efforts to serve our agencies.

Now -- to the Commerce libraries. With the exception of the Department of Defense libraries, the Department of Commerce is probably the only executive department that has such a diversely constituted group of "main" libraries. Census, NBS, Patents, NOAA, and the Departmental Library; these are libraries that emphasize reference, research, science, engineering, technology, business and economics. NTIS is an information source and basically not a library. The volume count is well over a million, staffed by over 160 professional librarians and library technicians. We want you all to remember that we are there to serve you -- you in the field and the needs of your library users.

At this point I would like to introduce our panel:

Miss Dorothy Kaufman, Chief Librarian, Bureau of the Census;
Mr. Peter Sofchak, Head of Reference, Patent Library;
Dr. Elizabeth Tate, Chief Librarian, NBS;
Mr. John Webber, Chief Library Division NOAA;
Mrs. Joan Maier, Chief Librarian NOAA Library, Boulder, Colo.

Our first presentation will be from Miss Kaufman.

The Bureau of the Census

Dorothy W. Kaufman

Everyone knows the Census Bureau. As we announce, you are somewhere in our records. Before the 1970 census we had some interesting publicity. One of the questions picked up by those not sympathetic to our statistical efforts was paraphrased to read, "With whom do you share

your shower?" The wording on the form was quite different: Do you have a bathtub or shower? The possible answers were: (1) Yes, for this household only; (2) Yes, but also used by another household; or (3) No bathtub or shower. This question was asked as one of the indicators of housing quality. The data available from the housing quality questions will be used by federal, state and local governments in their efforts to improve the quality of housing.

I am sure that all of you know that the decennial censuses of population and housing are only a part of the statistical production of the Census Bureau. We are a general purpose statistical agency which collects, tabulates, and publishes a wide variety of statistical data about the people and the economy of the nation. The principal functions of the bureau include: (1) decennial censuses of population and housing; (2) quinquennial censuses of agriculture, state and local governments, manufactures, mineral industries, commercial fisheries, business, construction industries, and transportation; (3) current surveys which provide information on many of the subjects covered in the censuses at weekly, monthly, quarterly, annual, or other intervals; and (4) compilation of current statistics on U.S. foreign trade, including data on imports, exports, and shipping.

In addition, the bureau conducts special censuses at the request and expense of state and local governmental units; publishes estimates and projections of the population: provides current data on population and housing characteristics, including consumer income and buying intentions. The principal products of the bureau are its printed reports, computer tapes, and special tabulations of the census data. However, it also produces catalogs, guides, and directories which are useful in locating information on specific subjects.

The Bureau of the Census also conducts surveys and performs the computer operations for many studies for other government agencies. Examples include the National Survey of Fishing and Hunting (Interior), Census of Commercial Fisheries (formerly Interior, now National Marine Fisheries Service, National Oceanic and Atmospheric Administration). Sometimes Census publishes the results. More frequently, the agency initiating the survey is the publisher. In April 1971, the bureau issued a report, Environmental Quality Control: Expenditure for Selected Large Governmental Units: 1968-69. This report was initiated by Census staff but certainly has impact on the work of many of your agencies.

Many of you are quite familiar with census publications, with the variety of subjects, the number of publications. The subject coverage has been mentioned; now, let's have a few numbers. In 1970, we published 2,352 reports with 71,208 pages. This, however, was not our best year since 1950. In 1960, there were 5,388 publications, and in 1967, we had 95,188 pages. In any case, this is quite a bit of material to cover. Most of you don't need all of it, but you do need to know what is available. To help librarians and other users, the Bureau issues the

Bureau of the Census Catalog. The Catalog comes out quarterly, is cumulative to the annual issues, and has monthly supplements. I consider it the best publications catalog of the Federal Government. (The library does not compile it). It lists publications, describes data files and tabulations, has both a subject and geographic area index. It serves reference, acquisitions, and cataloging functions. It tells you how to order, gives LC card numbers, and lists the Superintendent of Documents classification numbers. The annotations are extremely helpful for reference. There are history notes for the decennial and quinquennial censuses. Work has begun on a cumulative edition which will cover 1946 to 1970. This provides a supplement to the Catalog of United States Census Publications, 1790-1945.

I have been stressing publications because I believe most librarians as of now rely on the printed work in servicing users. We will in the future make much more use of data from data banks, but now we have neither the financial resources, the knowledge, nor the need. However, you should be aware of the Census Bureau's data files and special tabulations. Let's use the 1970 censuses of population and housing as examples. Such a tremendous amount of data has been gathered that it is not possible to publish everything in all the formats that all users would like. We publish those tables which we believe will satisfy most users' needs. For those users who need greater detail or different cross-classifications about people or housing, we make available "summary" tapes. "Summary" in this sense means primarily that all information about individuals has been removed. In fact, even another government agency cannot get this information. If, for example, someone wanted data about an area in which one family differed in some characteristics from all others, we would suppress that information. We are interested in small area data, but we are very conscious of the right to privacy of individuals and businesses. There is a section in the Census Catalog describing in detail what is available on tape, and how it may be acquired.

Other guides to census output includes Census Bureau programs and publications: Area and Subject Guide, the Guide to Census Bureau Data Files and Special Tabulations, and the 1970 Census Users' Guide (primarily for use with the summary tapes).

Do you use the Statistical Abstract of the United States? Do you use it as a guide to sources? It has a "Guide to Sources" as one of the appendixes. And every table has source notes, which guide you either to specified publications or to government agencies or private organizations which have statistics on your subject interest.

On the table are copies of a two-part "Calendar of Census Bureau Products". Part I is on the 1970 censuses of population and housing. Part II covers 1967 economic censuses - manufacturers, mineral industries, commercial fisheries, business, construction industries, 1967 census of governments, 1969 census of agriculture. Both calendars show expected release dates. Some of the reports are behind schedule as shown, for a number of

reasons. If you haven't received a report, it may be that it has not yet been released or it may be the lag from the distribution by the Government Printing Office.

How do you acquire census publications? Essentially, you buy them either from the Government Printing Office or from Census. Each item listed in the Census Catalog shows its distribution source. This is true also of the GPO Monthly Catalog which lists all census publications.

How can you know what has been published? The best way is to subscribe for the Bureau of the Census Catalog. It's quarterly, as I mentioned, but it has monthly supplements. We also have mailing lists for our announcements and order forms. You can ask for all or designate the ones you want by general subject.

We have mentioned publications, data files, and special tabulations. Our publications are available in microfiche also. Every publication containing final data printed beginning with January 1968 has been placed on microfiche. We have also gone back to pick up some older series such as the Current Population Reports. National Technical Information Service is now filming and selling copies of the 1970 census final reports. NTIS is also listing some of our other reports in Government Reports Announcements and will have microfiche available for these reports.

If you need older census publications, there are several sources of microform. Some years ago, the Bureau placed on roll film its publications issued from 1790 through 1890. The National Archives has the negative film and will supply copies at an established price. We now have a company producing microfiche of census publications 1902-1945. These publications are identified as the non-decennial publications as listed in Catalog of United States Census Publications, 1790-1945. This same company plans to film publications of each of the censuses from 1900 through 1960 and to continue work on non-decennial publications 1946-1967. This will mean complete coverage in microform.

The Bureau of the Census is different from many other agencies. Our prime function is collection and dissemination of statistical data. We have no regulatory powers: we are not a money granting agency. Our research relates to improved methodology in statistical and survey techniques for ourselves and for others conducting surveys. We issue working and technical papers and lists of our methodological research.

The Bureau of the Census Library serves primarily the Bureau's staff. However, we are open to anyone for research. We are mission-oriented in an agency whose mission grows and changes. We try to respond.

To understand the Census Library's collections, let's have a bit of history. The Census Bureau became a permanent agency in 1902. Before that time, a staff was assembled for each census and then dissolved at completion of the census. Usually, one clerk was retained as records custodian. First, the census operation was under the State Department, then Department of the Interior, then Department of Commerce and Labor, and, when this became two departments, we became a part of the Department of Commerce. A census library was formed early in the twentieth century, dissolved and reactivated several times. It was not until 1952, that the present library was established. For ten years we had been separated by a half-hour's drive from the Department. Our programs were growing and library needs increased. So, the Director issued a memorandum consolidating all book collections in the Bureau. These included the municipal reference service with some 80,000 state and local government documents. The foreign and international statistical publications, the U. S. census collection, and publications on statistical methodology.

These collections still are prominent. We have expanded to meet the management and subject matter needs of the entire operation: primarily, we are a current use library. We do have retrospective materials in the U. S. census and the foreign statistical collections. Until this year, our holdings included state and local government documents from the mid-1930's. We are in the process of transferring local government documents prior to 1966 to the Institute of Governmental Studies Library, University of California, Berkeley. We will in the future continue a five year retention policy. Two commercial firms are interested in developing microforms of the foreign censuses and statistical yearbooks. When this is done, we shall probably not retain the hard copies of the foreign publications except for limited years -- 2 censuses, 5-10 year yearbooks.

What can the Census Library do for you? We can provide interlibrary loan service. We can send you our accession list. We can serve as a focal point if you need census information. We may not be able to answer your questions, but we can refer you to someone who can.

The Scientific Library and the Search Room of the U.S. Patent Office

Peter Sofchak
Supervisory Reference Librarian
U.S. Patent Office
Arlington, Virginia

The Scientific Library of the Patent Office is located at Crystal City, in Arlington, Virginia. It is a highly specialized library set up primarily to serve the patent examiners, although all of the scientific information is available for inspection by the public.

The Scientific Library contains over 250,000 volumes of scientific and technical books in various languages, about 77,000 bound volumes of periodicals devoted to science and technology, the official journals of foreign patent offices, and over 9,000,000 copies of foreign patents. In many cases there are two sets of foreign patents, one set arranged in numerical order and one set classified according to the classification of the country of origin of the patent. (The practice of arranging one set according to the classification of the country of origin was discontinued in 1967.)

A Search Room (not organizationally connected with the Scientific Library) is maintained for the benefit of the public in searching and examining United States Patents. In addition to a complete file of the Official Gazette, it contains a set of United States Patents, which number approximately 3½ million, granted since 1836 arranged according to the Patent Office classification. With the cross references, the file includes about 8½ million copies. By searching in these classified patents, it is possible to determine, before actually filing an application for a patent, whether an invention has been anticipated by a United States patent, and it is possible to obtain the information contained in the patents relating to any field of endeavor. In the Patent Office classification, patents are classified into over 350 classes and over 60,000 subclasses. The Official Gazette is issued every Tuesday and gives a brief description of each patent granted during the week. There are about 1,000 new patents issued each week.

Applicants and their attorneys or agents use the facilities of the Office to make a preliminary examination of their own cases. Complete files on issued patents are available in the Record Room. These can be used in conjunction with the classified files in the Search Room and the books, periodicals, and foreign patents in the Scientific Library to study the patentability of a new idea before an application is submitted. Applicants, their attorneys or agents, and the general public are also entitled to use the records and files in the patent examiners' rooms.

The Search Room and the Scientific Library are open during office hours from 8:30 A.M. to 5 P.M. In addition, the Search Room is open evenings from 5 P.M. to 8 P.M. during workdays. The practice of opening on Saturdays was discontinued some time ago.

Those who cannot come to the Search Room in Arlington may order from the Patent Office, copies of lists of original patents or cross-reference patents contained in the sub-classes comprising the field of search, and inspect printed copies of the patents in a library which has a numerically arranged set of patents. There are now 22 libraries which have U.S. patents in numerical order. These sets are being maintained currently but it is unlikely that any of them go back to the beginning.

The numerical set of U.S. patents above number 3,100,000 is stored on microfilm in the Search Room. Viewers are provided for searchers.

In addition to a complete set of classified United States patents in paper or hard copy form, other tools are maintained in the Search Room, which include a numerical set of U.S. patents, an inventors index and a U.S. patent classification index. The inventors index is in the form of a card file and covers the period 1931 to date. It is a valuable search tool and is used constantly by searchers. There are also annual printed indexes from 1873 to date and a 3-volume alphabetically arranged title index for the period from 1790 through 1872.

The Scientific Library houses the foreign patent collection and the non-patent technical literature. The Library receives two copies of each patent issued by over 25 countries, under an exchange agreement. One copy goes to the country's numerical collection and the second goes to the particular examining group which is concerned with the subject matter. The Library also receives copies of the Official Gazette from about 19 countries which do not publish granted patents, but only abstracts of the patents. A searcher may choose to search foreign patents in the Scientific Library after completing a search of the U.S. patents.

The Patent Office maintains the Scientific Library as a separate entity from the Patent Search Room.

The Scientific Library has a staff of 60 people and is divided into two branches: the Technical Processes Branch and the General Reference Branch.

There are about 10 professional librarians, and 12 professional translators. The remainder are technicians, clerks, etc.

The technical literature, foreign patents and services supplied by the Scientific Library are important to the examiners for two primary reasons. First, they provide material which must be known or searched

to determine whether claims of applications are directly anticipated, and therefore unpatentable. Secondly, in cases in which the primary search indicates that there is some novelty as compared to any single reference in the art, the library handbooks, textbooks, periodicals, reports, and other material assist in deciding the question of patentable invention. They enable the examiner to make a further study to determine whether the features novel in the particular combination searched would be obvious to a person skilled in the art from the general state of knowledge as reflected in the technical literature.

Materials Available: Foreign patents

Each foreign patent received and bound into the numerical set is stamped with the date of receipt and recorded in a ledger. To ascertain whether a copy of a foreign patent has been received, inquiry should be made to the Foreign Patent Services and Records Section.

Foreign Patent Journals

Most foreign countries issue official patent journals corresponding to our Official Gazette. Many countries which publish patent journals do not print their patents. Patent journals are shelved under country names in the patent collections.

Books

A representative selection of books published principally in the United States and Great Britain in the fields of applied science and technology is systematically acquired by the Library. In addition, the collection includes important journals from the French, Russian, Japanese, German and Italian Literature. There are also collections in the various examining groups of books and trade catalogs pertinent to the arts which they examine. The Design Patent Group has a great many manufacturers' catalogs.

In selecting books and periodicals to be ordered, the Librarian and his staff obtain assistance from the members of the Examining Corps, and recommendations for purchase are welcomed at any time. A monthly list of accessions is circulated to all examining groups at the beginning of each month and the books are placed on inspection in the Library. Duplicate copies of books on this list, or any other pertinent books, may be ordered by examiners for use in the groups by addressing a memorandum to the Librarian over the signature of the Primary Examiner.

The books and trade catalogs procured for permanent assignment to the examining groups are recorded in the Library's main catalog, and copies of these books usually are available in the Library.

Technical Periodicals

Over 1,500 technical periodicals are received. These include publications of many important scientific and technical societies. Most of the periodicals received by the Library are circulated to examining groups. Once each year the Library sends to each group a list of all titles currently circulated to them with request for suggestions for changes. This systematic procedure does not preclude the requesting of subscriptions for new titles at any time, and the Library itself will occasionally add new titles depending upon the availability of funds. The Library is alert to new periodical publications, and acquires sample copies which it sends to groups likely to be interested, with a request for review and recommendations.

An important part of the duties of each Examiner involves constant inspection of non-patent literature pertinent to the class or classes that he examines. He fills out a form for each item needed in connection with searches in his art. All information required by the order form must be given, including the name of the publication, and particular pages desired and each class and subclass in which he desires a copy, and the order approved by the Primary Examiner.

Aids to Searching

Encyclopedic works, published indexes, and abstracting vehicles which assist searchers in patent and technical literatures, are constantly increasing in number and quality. The Library welcomes suggestions for acquisitions of available or forthcoming aids to searching. In conducting library searches, examiners are encouraged to supplement their own skill and available time by queries addressed to the Reference Section of the Library.

Card Catalogs (Main Catalog)

The Main card catalog is located in the Reference Room and lists all material in the Library, the Law Library, and Examining Groups. If an examiner finds that the book he desires is not on the shelf, he may be able to ascertain through the card catalog that another copy is available elsewhere in the Office. Examiners sometimes acquire material independently of the Library, and it is important that any such material should be sent to the Library's Technical Processes Branch for cataloging to assure that it may be recorded for the benefit of the entire office.

The Library of Congress classification scheme is used in classifying the books, bound periodicals, and documents, other than those in the Law Library. A printed outline of this scheme is kept on one of the reading tables, Examiners find the outline helpful in determining the general subject area of the field in which they are interested. Catalog cards are made for author, title, and subjects. Bound volumes of periodicals are cataloged, classified, and maintained on the bookshelves,

while those which have not yet been bound are separately located in alphabetical order in an unbound-periodical reading room. At the beginning of the main card catalog, there is a separate card listing of bound periodicals and foreign patent journals.

Library Services
Foreign Patent Information

Upon request made to the Reference Section, the Library will procure individual typewritten copies of patents from countries which issue, but do not print their patents. Where applicable, the dates of opening to inspection, of issuance and of publication will be requested of the foreign patent office. The copy of each patent so acquired is retained in a special file in the Foreign Patent Services and Records Section, and a photocopy is submitted to the requesting examiner.

Technical Documents

When technical reports, such as those published by U.S. Government agencies and their contractors, are desired, the Library requires that it be provided with all necessary identifying data, including the report number if available. The Library will obtain printed copies whenever they are available, but it may sometimes be possible to obtain only a microfilm thereof.

Manufacturers' catalogs and advertising circulars will be obtained by the Library upon request. The Library does not obtain duplicate copies, and therefore the Examining Group copy must be used to fill photocopy requests. Many copies of this type of material are received. They are forwarded to the Groups for recommendation as to retention. They must be returned to the Technical Processes Branch of the Library with recommendation for retention or discard. If they are to be retained, they are cataloged and returned to the Group requesting them. Otherwise they are sent to another Group.

The Technical Processes Branch assists examiners who wish to build up collections of catalogs pertinent to their art by writing to companies listed under the subject headings in Thomas' Register of American Manufacturers, and MacRae's Bluebook.

Loan of Books and Other Publications

All library materials other than the books in the main reference collection may be charged out at the circulation desk.

Interlibrary Loans

On request the Reference Section will borrow from other libraries material not available in the Scientific Library. In return for this service, the Library loans its materials (except patents) to other

libraries in the Washington, D. C., area, very often supplying photocopies of articles in lieu of the volume itself. We are extremely fortunate in being located in close proximity to the three national libraries -- the Library of Congress, the National Library of Medicine, and the National Agricultural Library. Occasionally, an examiner finds that the item he desires is unavailable. These materials which are out on interlibrary loan may be recalled if required for immediate use. To borrow books from another library is costly in terms of both time and effort; therefore, it is library policy not to borrow materials unless strictly pertinent to official use.

When a book or periodical is borrowed from another library and cited in an Office action, a photocopy of the portion cited is made and placed in an appropriate class and subclass.

Reference Services

The Staff of the Reference Section assists in the use of the card catalog and other resources of the Library, in pointing out publications which will help examiners define the limits of the field of search, and providing information for use in prior-art searches. Upon request, it will provide bibliographies on given subjects.

Translations

The Library has a translating service primarily for the examiners. Translations are made from all of the principal foreign languages, including Japanese. There is a card index listing all translations which have been made by Scientific Library translators and a few others gathered from outside sources. There are over 10,000 translations of foreign patents with some periodical articles and excerpts from books located here. Translations, which are available to examiners and non-Office personnel, are indexed by country, patent number, and patentee or author.

Patent examiners are allowed to reproduce copies at will, but the public uses the coin-operated photocopying machines at 25 cents per page.

NBS and the Field Service Libraries of the Department of Commerce and the Interior Department

Elizabeth L. Tate
Chief, Library Division
National Bureau of Standards
Washington, D. C.

As a springboard for this discussion, I have compiled a subject profile of the libraries for whose staff this workshop was planned. Keywords like metallurgy, meteorology, electrical engineering, thermo-dynamics, oceanography, fish, land management, Eskimos, Indians, petroleum, natural resources, and wildlife showed up in the list. Then I matched these keywords to a subject profile delineating the concerns of the National Bureau of Standards, to see what common interests could be found. I came to the conclusion that those of you whose libraries specialize in materials relating to wildlife, Indians, Eskimos, geology, fish, biology, land management, canals, dams, or outdoor recreation can now go out for a short beer or take a little nap.

But before you go, let me tell you how the National Bureau of Standards can help you keep your cool. One of the Bureau's most recent concerns is service to the consumer, a category into which we all fall whether we are librarians or not. In cooperation with Mrs. Knauer's office, the Bureau has published this pamphlet ... 11 ways to reduce energy consumption and increase comfort in household cooling. However, since winter is rapidly coming on, you may be more interested in this pamphlet, 7 ways to reduce fuel consumption in household heating ... through energy conservation. These two pamphlets, as I have mentioned before, were prepared in cooperation with the Office of Consumer Affairs. Last November the Bureau issued the first of its own Consumer information series - - these three consumer guides on Fibers and fabrics, Tires, their selection and care, and Adhesives for everyday use. Another of these, now in press, is of particular interest to librarians, since it deals with the care of books, documents, and films. I have read it in manuscript, consider it an excellent presentation for the layman, and plan to make frequent use of it in answering the questions that come to us from our agency staff about how best to take care of their personal home or office collections. The senior author is William K. Wilson and it is scheduled for publication before the end of the year.

In addition to the consumer brochures, there is another recent NBS publication that will be of widespread general concern. An assignment given to the Bureau by Congress in 1968 has culminated in the recently issued report A metric America - a decision whose time has come. With the United States being the only major nation not committed to the metric system of measurement, it is not surprising that

the report favors "going metric" and implementing the change through a coordinated national program. In the course of the investigation, the impact of the change was studied from many points of view. The effects of the conversion on civilian agencies of the federal government, as well as the effects upon manufacturing industries, nonmanufacturing businesses, education, international standards, etc., are detailed in the 12 appendices that supplement the 170 page report - another case of the tail wagging the dog. It is comforting to know that catalogers, at any rate, will have few worries about conversion, since we are already measuring books in centimeters.

It is, of course, unnecessary to tell librarians that all of these publications may be purchased from the Superintendent of Documents. However, according to the reports I get from our information office, it will be well worth while to remind librarians that NBS publications are nearer to you than Washington, D. C. in your local depository libraries. Many of us tend to forget that the government document depository system means that publications of many agencies are available in the document collections of nearby state, public, and academic libraries, even though not every depository library catalogs each title individually. In Oregon, for example, the Oregon State University Library and the Library Association of Portland receive all NBS publications. The University of Oregon Library and the State Library receive all but one or two series, while across the river from us in Portland, the libraries at Reed, Portland State, and Lewis & Clark colleges are sent many NBS publications series. If you are not Oregonians and would like information about the NBS publications deposited in libraries nearer you, just note - in a legible hand - your name and address on this pad, and our information office will be glad to send you a list.

If your subject profile includes words like mathematics, chemistry, physics, technology, or more specifically, electrical engineering, metallurgy, ceramics, x-ray spectroscopy, instrumentation, or measurement, there are many Bureau publications in addition to those mentioned that you will be buying for your libraries. This folder "NBS technical publications" gives a brief description of our publications; I brought along a good supply and you are welcome to take a copy away with you if you wish. Two of these publications you might wish to consider for your reference collection, if you do not already have copies, as they answer frequently asked questions about special services that the National Bureau of Standards offers to your agencies. The first is a Catalog of standard reference materials, NBS special publication 260. Standard reference materials, or standard samples as they used to be called, are actual samples of alloys, chemicals, and other materials, the composition of which is known and documented. These samples can then be used as touchstones against which to measure the purity of the same material obtained from other sources. More

more than 670 different standard reference materials can be purchased from the NBS Institute for Materials Research. Akin to standard samples in providing measurement against a standard are the NBS calibration and test services for units of measurement, instruments, or ranges of physical quantities, about which this special publication gives information. It is entitled Calibration and test services of the National Bureau of Standards and is NBS special publication no. 250. Even though the private sector is advised to turn to the commercial laboratories for testing whenever feasible, the calibration and test services are readily available to federal agencies.

As you might guess, the collections of the National Bureau of Standards Library reflect all of these agency interests. Our primary holdings are scientific and technical journals - some 3,000 titles - not the mere 300 with which a missprint credited us in the last agency annual report. Of many journal titles we have virtually complete sets, and of some of the classics like Nature, we have runs going back into the 19th century. Most of our journals and most of our books are available on interlibrary loan. In addition, like the Bureau of the Census Library and other special libraries, we frequently serve as a switching center to refer your inquiries to the NBS specialists who can bring you the most up-to-date information in reply.

If the key words for your library include terms like thermodynamic and transport properties, atomic and molecular data, chemical kinetics, solid state data, colloid and surface properties, or nuclear data, the National Bureau of Standards may already be doing more for you agency than you realize - through the National Standard Reference Data System. To illustrate from library experience the type of problem the National Standard Reference Data System is attacking, let us assume that you are planning to buy stacks to accommodate your library growth for the next five years. To find out how many shelves you will need to house the additions to the collections at the present rate of growth, you consult various books and articles to learn how many books can be shelved in a section of stacks. One article hazards the guess that 30 books fit into a 36" shelf; another presents a table showing the number of volumes in the fields of sociology, or law, or technology that can be housed in a section of shelving; a third advises you that 105 bound volumes is the maximum capacity of a six shelf section; and still another suggest that you can expect to shelve no more than six books per linear foot. Some of these authors tell you how they derived their figures; some do not. This abundance of conflicting answers makes it difficult for you to proceed with the estimates of your shelving requirements. Many a scientist is up against the same abundance of unevaluated data when he searches for the value of the property of a material as the basis for further experimentation. The National Standard Reference Data Program is searching for the

grains of reliable information in the wealth of unevaluated figures that the literature now affords. As the winnowing process is completed, compilations of accepted values are published which will, in effect, serve as a continuation of the International critical tables. This publication list "National Standard Reference Data System publications list" gives you an idea of the subject coverage of the compilations that have already been issued in the program, while this folder "Q & A about the National Standard Reference Data System" may answer some of the questions in your minds about the NSRDS. There are copies here for any who wish to take them. Incidentally, don't look to the NSRDS for an answer to the problem of the number of library books that can be shelved on a 36" shelf. They are working now only in the fields of thermodynamics and transport properties, atomic and molecular data, chemical kinetics, solid state data, colloid and surface properties and nuclear data. And when these areas have been completed to their satisfaction, there is a vast range of chemical and physical properties ahead requiring review. Some of you may have received the questionnaire that the NSRDS sent to special librarians to survey the use of these publications in scientific and technical libraries and to glean ideas to make them more useful. An article by Dr. Herman Weisman reporting on the results of this survey will probably be appearing soon in Special libraries.

I would not wish to leave in your minds the idea that our subject profiles matched up exactly with yours except for the fish and the wildlife, the Indians and the Eskimos. Otherwise you might be recommending to your Congressman an addendum to the current reorganization plans, abolishing the NBS because it duplicates the efforts of the Department of the Interior. In addition to the keywords that dovetail, our profile includes keywords like building research, fire research, computer technology and standards, operations research, air pollution, flammable fabrics, and a host of others that are not at present primary elements in your frame of reference. I mention them by way of suggesting that if the directions of your agency veer, we will be glad to do whatever we can to help fill your needs for scientific and technical information in these other fields as well.

Programs and Services - The National Oceanic and Atmospheric Administration and its Major Libraries

John P. Webber
Chief, Libraries Division, NOAA
U.S. Department of Commerce
Rockville, Maryland

On my own behalf and that of all NOAA persons attending this First Interdepartmental Workshop, we are glad to be here!

NOAA is just a year old, and came about through the union, in the Department of Commerce, of the former Environmental Science Services Administration (already in the Department) and:

1. (from the Department of the Interior) the National Marine Fisheries Service

2. (formerly administered by the U.S. Navy) the National Oceanographic Data Center and National Oceanographic Instrumentation Center

3. (from the Coast Guard, U.S. Department of Transportation) the National Buoy Development Project, now Data Buoy Project Office

4. (from the National Science Foundation) National Sea Grant Program, now the Office of Sea Grant

5. (formerly of the Army Corps of Engineers) elements of the U.S. Lake Survey

NOAA is composed of:

1. Headquarters - including the Administrator, three Associate Administrators and General and Special Staff Offices

2. National Weather Service

3. National Ocean Survey

4. Environmental Data Service

5. National Environmental Satellite Center

6. National Marine Fisheries Service

7. Environmental Research Laboratories

NOAA is to a large extent both interdisciplinary in activity and international in scope. Dr. Alverson's address to us last Monday exemplified these characteristics of NOAA's work very well.

The four basic missions of NOAA have been well stated in the NOAA Administrator's Letter No. 4 of last July 30:

> "The first of these is the exploration, conservation, development and management of the resources of the sea, including diverse related roles in the coastal zone.
>
> "The second is the development, operation and maintenance of a national system for observing and predicting the state of the atmosphere, the rivers, the oceans and the solid earth.
>
> "The third is the exploration of the possibilities and consequences of environmental modification. Here we are concerned both with arresting the deterioration of the environment caused by pollution and with conscious attempts to modify environmental phenomena for man's benefit.
>
> "The last major focus of activity of NOAA is to foster the development of the necessary scientific understanding and technological capabilities the Nation must have if it is to pursue and achieve the foregoing objectives.
>
> "These broad national missions are not exclusively the responsibility of NOAA but require the participation and action of many agencies of the Federal Government."

The Libraries Division is in the Environmental Science Information Center, which was transferred last July from the Administrative and Technical Services area of NOAA Headquarters to the Environmental Data Service.

The Environmental Data Service is composed largely of data centers:

1. The National Climatic Center (represented here by Miss Pauline Bradley).

2. The National Oceanographic Data Center (represented here by Mrs. Charlotte Ashby).

3. The National Geophysical Data Center

4. The aeronomy and Space Data Center

and now, as I have mentioned, the Environmental Science Information Center. The heading of the article "The EDS Environmental Science Information Center" (included in the handout Environmental Data

Service, August 1971) is a good, brief explanation of why ESIC was joined to the Environmental Data Service:

> "Gathered from many common sources, processed in similar ways, and often applied to the same problems, environmental information and data resources lend themselves logically to common cultivation and management by EDS."

The Libraries Division is best summarized in a paragraph from the article already cited:

> "The Libraries Division operates two major environmental science libraries (the Atmospheric Sciences Library in Silver Spring, Maryland, and the Marine and Earth Sciences Library in Rockville, Maryland) a Technical Processes Branch, and a Field Libraries Branch, and functionally supervise about 30 NOAA field libraries scattered throughout the country. Two interrelated ESIC long-range objectives are (1) to link these libraries into a coordinated NOAA library system and (2) to tie the system into the NOAA information network, so that the library collections may be tapped readily by all users who could benefit from these valuable sources of environmental science information."

The Atmospheric Sciences Library and the Marine and Earth Sciences Library are each over 100 years old, have approximately 170,000 volumes and have concentrated in collecting in their respective fields:

> Meteorology, climatology and closely related subjects in the case of the Atmospheric Sciences Library; and
>
> Oceanography, hydrography, geodesy, gravity, geomagnetism, seismology, and closely related fields in the case of the Marine and Earth Sciences Library.

The latter library also has a compact fisheries collection.

As for services, these libraries circulate nearly all of their material (exception: reference items for the most part) to anyone in NOAA anywhere in the country, and will lend such material to other libraries. They will borrow from other libraries to meet the official needs of persons in the Washington area. With regard to reference, they can try to answer any reference question. They encourage (1) self-familiarization with the collections and various aids, and (2) self-service for people located in the respective buildings. When necessary they refer patrons to specialists in NOAA. Bibliographies are of two types: on demand, and published (e.g. on the climate and climatic maps of various countries).

The Technical Processes Branch performs the acquisitions (a) through purchase, (b) through gift and exchange, and also the cataloging and

classification. The Library of Congress classification has recently been adopted for both of the local libraries already described. The Cataloging Unit is responsible for the issue of the twice-monthly Accessions List. If any persons here wish to receive it and are not now receiving it, please let me know.

The Field Libraries Branch (a) operates the NOAA Miami (Florida) Library (represented here by Mrs. Mary Grattic), (b) helps individual field libraries, (c) communicates with supervisors of libraries concering the libraries, and (d) links these libraries into a co-ordinated NOAA library system.

Through a contract, a start is being made in putting the new accessions of the two local libraries into machine-readable form.

Now, something about the two other divisions of the Environmental Science Information Center:

1. The Scientific and Technical Publication Divison edits manuscripts and finalizes preparations for their publication, thereby improving items for input to libraries.

2. The Technical Information Division "collects, indexes, abstracts, and announces scientific and technical publications relevant to NOAA's missions and fields of service. Storing, retrieving, and extracting information from its own bibliographic and research project data banks and those of other organizations, the Division is developing a single-stop environmental science information service for NOAA's users." This Division works generally with smaller and somewhat different units of information, i.e. journal articles and reports of research in progress, and it publishes NOAA Publications Announcements, about 2,000 copies of which are now being issued. Likewise, if this is wanted by anyone here, let me know. The Division provides valued help to the Libraries Division in regard to automation, and it has undertaken any experiment in Selective Dissemination of Information. Following, slightly adapted, is the first portion of a memorandum to the Directors of five major components of NOAA:

> "The EDS Environmental Science Information Center (formerly the Scientific Information and Documentation Division of ADTECH) will conduct an experiment in automatic selective dissemination of information during the Period October 1971-September 1972. The objective of the experiment is to determine the usefulness to NOAA scientists and engineers of receiving periodic notices of new literature of interest to them. These notices will be obtained by computer matching of 151 'interest profiles' against the content of current data files produced by 10 of the major science abstracting and indexing services."

We expect that this SDI experiment will have some impact on libraries, and we hope very much that you will inform us on this impact.

There is one major NOAA library I have said nothing about. This is the library at the Environmental Research Laboratories in Boulder, Colorado, and I am very glad that the Chief of that library, Mrs. Joan Maier, was able to come to the Workshop and tell us about it.

Boulder Laboratories Library
Joan M. Maier
Chief, Library Services
NOAA - Environmental Research Laboratories
Boulder, Colorado

Our library is set up to serve four independent agencies under the Department of Commerce - the Environmental Research Laboratories of the National Oceanic and Atmospheric Administration, the National Bureau of Standards, the Office of Telecommunications, and the Environmental Data Service. The library reports administratively to E.R.L. and is financed via a joint service agreement among the four agencies. There are 1500 employees in the Boulder Laboratories of which about 650 are scientists. The library also serves personnel at E.R.L. field sites scattered throughout the continental United States and Hawaii. Because of such a broad span of service commitment, our subject coverage is correspondingly broad. It includes mathematics, physics, astrophysics, meteorology, electricity, electronics, telecommunications, seismology, astronomy, geophysics and management.

There is a main and branch location. The main library was established in 1952 to serve the Central Radio Propagation Laboratory of the National Bureau of Standards. In 1965 the Environmental Science Services Administration was formed from several of the NBS laboratories and in 1968 a branch collection was started on the 30th Street campus to assist the E.R.L. laboratories there. The combined collections include 37,000 books, 13,500 bound periodicals, 47,500 technical reports in hard copy, and 122,000 technical reports in microfiche.

In view of what services the Boulder Laboratories Library can provide to other federal libraries in the Departments of Commerce and Interior, any portion of the collection can be borrowed via interlibrary loan requests. These requests can come in by phone or by ALA form. To facilitate access to our collection you may request copies of our periodicals holdings handbook and our catalog of instruction manual for equipment. It is also possible to be placed on our mailing list for TRAC Sheet (Technical Reports Announcement Checklist - twice per month), and Library Notes (a weekly list of book, microfiche, and periodical acquisitions.)

Instead of lending microfiche we send copies of it free of charge. We would be interested in exchanging microfiche resources through the use of our microfish-to-fiche copier.

Four times a year the professional staff offers training on library usage - two literature search seminars for the scientific personnel and two workshops on information resources, methods, and tools for administrative and clerical personnel. Each event runs from 8 a.m. to 12 noon for three consecutive days. The seven librarians provide instruction, and the enrollment is limited to fifteen students per event. Any library employee in either department is cordially invited to attend. There is no tuition charge and Boulder Laboratories Library provides all materials. The next seminar is scheduled the last week in October, and again in February. For more information on these events write to Joan M. Maier, Chief of Library Services, R 51, National Oceanic and Atmospheric Administration, Boulder, Colorado 80302.

Just completed is a synchronized slide tape show for individual orientation to the Boulder Laboratories Library. Some of you may be interested in the process of creating such a program for your own library.

The Denver metropolitan area abounds in rich resources for environmental research. The libraries of the National Center for Atmospheric Research, the Bureau of Reclamation, Colorado State University, the University of Colorado and the Conservation Library of the Denver Public Library are all members of an interlibrary courier system serving the Front Range. To tap these resources the Colorado Chapter of the Special Libraries Association has prepared an in-depth directory entitled Specialized Resources of Colorado for $3.50. Orders for this directory may be sent to the Boulder Laboratories Library for forwarding to the treasurer of the Colorado Chapter.

There are four data centers at the Boulder Laboratories with which the library works in partnership - Cryogenics, Electromagnetics, Aeronomy and Space, and the joint Institute for Laboratory Astrophysics.

Friendly voices most often heard on our FTS line when you phone are Mrs. Immel, Circulation, Mrs. Alldredge, Reference and Interlibrary Loan, and Mrs. Murdock, Branch Library, (extension 6321). Our library is staffed from 8 a.m. to 5 p.m. Monday through Friday but can be used twenty-four hours per day seven days a week by authorized personnel.

Again consider this as a most cordial invitation to use our collection, our publications, and to attend our training events.

Conclusion

Dr. Stanley Bougas
Librarian, U.S. Department of Commerce
Washington, D.C.

After everything that my colleagues have said about their libraries I am left with a hard act to follow. What can I say? We are a library. We specialize in economics, business, marketing, statistics of all kinds on a current and contemporary basis. Our collection is comprised basically of departmental publications, materials that provide reference and research for the day-to-day mission of departmental personnel, and retrospective materials for the long range aims of the department. We also have collections of law, legislation, admiralty and maritime subjects We provide interlibrary loan for anyone who sends an ALA form and has a responsible librarian whom we may contact. Our library brochure and Bulletin provide the reader with the various types of library information that libraries are expected to provide. Acquisitions lists, bibliographies, notes on library policy, etc. We have a periodical list which we hope to expand. (If you want one just drop a line). Our Business Information Seminars proved quite successful; we covered the Marketing Information Guide, Census and NTIS. We plan an expanded program next Fall. Unfortunately, it is Washington orientated. Once again, with apologies to my reference staff I will give you their number which we hope you will call: 202-967-5511 (reference), 202-967-5517 (Law).

With that, on behalf of the panel and our Commerce participants I want to thank you for your kind patience and attention. Remember -- call us and come see us!

CATALOGING OF SPECIAL COLLECTIONS

Ray D. Reese
Bureau of Indian Affairs
Instructional Service Center
Brigham City, Utah

Non-book Materials cataloging: The Canadian Library Association have published preliminary copies of an outline for cataloging non-book materials. The American Library Association has agreed to the basic presentation and the two associations are working together to finalize the procedures and methods to be adopted as national standards for cataloging non-print materials. The title of the book is "Non-book Materials, the Organization of Integrated Collections." The address from which copies of the book may be purchased is:

* American Library Association
50 East Huron Street
Chicago, Illinois 60611

Attn: Miss Edith Krentz, Supervisor, Order Dept.

Price: $3.50

*Please note: This address is not the same as given at the workshop as the source has changed.

The book is written basically for school library situations but can be easily adopted and adapted to technical libraries. Some of the more important items that are emphasized are:

1. Color banded cards are not used. This makes all materials integrated in the card catalog and makes card catalogs and book catalogs compatible.

2. Dewey Decimal numbers are used for all materials rather than accessions numbers. (Could use L.C. system).

3. Open display storage should be used for all materials wherever possible.

4. Media (A-V) should not be relegated to the back room accessible only to the library staff.

Specific methods of handling the various types of non-book materials are outlined in the manual. Examples are shown on these transparencies. (Several transparencies showing the cataloging of media were displayed.) All non-book material can be cataloged in this manner and hence utilization of a national standard will help greatly to professionalize this phase of librarianship.

CATALOGING TECHNICAL REPORTS, MICROFICHE, AND CASSETTE TAPES

Mrs. Joan Maier
Chief, Library Services
NOAA-Environmental Research Laboratories
Boulder, Colorado

Ray Reese has brought up the important message of standardization for the cataloging of non-book materials. Unfortunately this issue is not so clear cut for technical reports. The Library of Congress has not included technical reports as part of its responsibility, except to catalog a few reports as books. Until it does, it is not likely that a standard for technical report cataloging will be adopted.

Nevertheless, the sheer volume of reports received on automatic distribution by sci/tech libraries requires that efficient and expeditious methods of cataloging be developed. By definition, technical reports are usually descriptive of government funded research and are not covered by copyright.

During the twenty years of the existence of the Boulder Laboratories Library, over 50,000 hard copy reports have been cataloged and over 122,000 microfiche have been filed. Up until January 1971 the cataloging of hard copies revolved around a source-oriented classification scheme developed and used solely at the Boulder Labs Library. The intent was to bring together on the shelves all reports issued by the same company or agency. However, the numbers became increasingly complex, both to derive and to shelve by. Staff curtailment in 1968 forced the cessation of subject cataloging of the reports. Even though the unit card prepared was reproduced by Xerography and the file element underlined on the card to save typing time, the clerical load of maintaining the 3" x 5" card file and typing a monthly acquisitions list became a persuasive argument for harnessing the power of data processing instead.

The important facts to remember in this presentation are the data elements that must be included in any cataloging system for technical reports, be it manual or automated, if retrieval is to be effected. The title page of a report contains a bewildering array of numbers, all of which are likely to be used in citations and therefore cannot be ignored.

Typical data elements to record are:

1. Author(s);
2. Title (including volume number, date of preparation of the report, and total pages);
3. Source (company or agency under whose auspices the research was conducted);
4. Originator's (contract) number;
5. Distributor's (order) number;
6. Shelf List number.

Your library will use either a classification number or an accession number. The TRACY (Technical Reports Automated Cataloging - Yes) at the Boulder Labs uses an accession number.

This seven digit number is a code: the first two digits represent the fiscal year, the third digit, the format, and the last four digits, the sequential number. For example: 71-0-0680, represents the 680th hard (paper) copy report added to the library in FY-1971. "0" denoting hard copy. The TRACY System expands at a rate of 200 reports per month. If staff time permitted, microfiche could also be cataloged using 1 for the format code. In fact, any type of material could be cataloged into the TRACY System by coding its format. The shelving and weeding advantages are inherent in the accession/format code number. Moreover, a supply of self-adhesive labels bearing the accession number is attached to the inside back flap of the report to be used when the report circulates to save processing and circulation time.

The TRACY System was developed by the Library Systems Group, a consultant firm, for the Boulder Library. It is maintained by the reports clerk and a member of the consultant's staff.

Naturally access to computer facilities and budget for computer costs are the central points to consider in the decision to use data processing. To save the expense of leasing a keypunch machine at $120 per month, the library uses an IBM Selectric typewriter equipped with an optically scannable font to create the machine-readable input sheets. The reports clerk types the input sheet directly after an inspection of the report to be cataloged. There is no intermediate code or work sheet. About four reports can be described per 8½" x 11" input sheet. Mistakes can be blotted out with a "Christmas-tree" symbol, although obviously the proficiency of the clerk is very important. An optical scanner converts the information on these sheets to a magnetic tape record. The TRACY programs direct the computer to print out a "book catalog" and a scan newsletter called the TRAC Sheet. The update occurs once or twice per month, and the superseded catalog is discarded. The TRAC Sheet is mailed to about 800 scientists and/or libraries. It is divided into broad subject categories and also serves as an order form for borrowing the technical reports listed therein.

Subject access to the reports is gained in three ways. The clerk inputs a subject category and any terms recorded on the security form bound in the back of the report, although this form is not always included. The computer selects any significant words in the title, adds these to the other subject terms. and prints out a KWOC (Key-Word-Out-of-Context) List. This list is only printed quarterly, however, due to its size and cost. It indexes the first three significant words in each report title.

To summarize, the important access points to the technical reports collection as demonstrated by the TRACY System are the:

Shelf List (accession number)
Source
Lead Author
Inverted Author Index
Descriptor List (Subjects) (3 only)
Originator Number List
Distributor Number List (NASA, AD, etc.)

The importance of the distributor number cannot be overemphasized as it is the most frequently cited number and the order number for obtaining either hard copies or microfiche copies of the report from NTIS, DDC, NASA, etc. In fact, filing microfiche by distributor number is a common practice. In many cases a report arrives at the library without the distributor number on it because it comes direct from the contractor. It may be worthwhile to screen the microfiche holdings against the hard copy holdings to discover duplications and to adjust inventory records accordingly by noting the distributor number thereon.

The importance of informing users promptly of currently acquired reports is paramount because of the obsolescence factor inherent in technical reports. They are most needed within the first year or two of receipt. Cataloging backlogs are particularly detrimental in this case.

For a small collection of reports it may be preferable to catalog them as books in Dewey or L.C. It is important that bibliographies, proceedings, and symposia issued in report form be promptly cataloged as such items are sometimes published commercially at a later date at a high list price.

Whatever cataloging method seems appropriate for your rate of acquisition, it should be:

1. Fast;
2. Capable of being accomplished by clerical employee(s);
3. Include the seven data elements listed above for each report as access points in your catalog.

Recently the Boulder Labs Library acquired its first periodical on tape cassette - the IEEE Soundings Series. The intent of the IEEE is to provide audio workshops for the continuing education of its members. Checking the series in on the Kardex was no problem, but shelving it was until we discovered a new product. It is a plastic binder $8\frac{1}{2}$" x 11" in size with fitted "nooks" inside of it for twelve cassettes. Since the size of the audio-cassette has been standardized, it is possible to insert "issues" of the periodical in the binder, put a spine label on the outside of the binder, and shelf it with the bound volumes of periodicals. In our case,

the arrangement is alphabetically by title of the periodical. Thus far, even talking book cassettes have been issued in series and can therefore be processed in the above manner. If discrete monographs begin to be published in cassette, it may be necessary to file the cassettes in drawers like microfilm or to assign them accession numbers, if the binder approach is preferred.

One final note.

Documentation and programs are available on request for the TRACY System. It should be emphasized, however, that the programs are written in the Infol language for the CDC 3800 Computer and also require the use of optical scanning equipment. Libraries interested in being placed on the mailing list for the twice-monthly TRAC Sheet may write to:

Joan M. Maier, Chief, Library Services, R51, National Oceanic and Atmospheric Administration, Environmental Research Laboratories, Boulder, Colorado 80302.

NEW EQUIPMENT AND NEW IDEAS

John Schimmelbusch
Librarian
Bonneville Power Administration
Portland, Oregon

The three repeated sessions consisted chiefly of display of old and new equipment and supplies distributed by the OBLIQUE NORTHWEST, DEMCO, and GAYLORD BROTHERS companies. Some of the more significant new supplies and equipment displayed and demonstrated were the following:

1. Plastic "Princeton Files" in various colors and sizes which, according to the distributor, last longer than cardboard files; they also seem quite pleasing to the eye.

2. Plastic charge-out trays.

3. Plastic card file boxes of various sizes and colors.

4. A new type MYLAR Jacket for the protection of catalog cards.

5. Two newly developed and very powerful, mounted, magnifying glasses with built-in light source which illuminates when plugged into 110 volt AC outlets.

6. Vertical file folders designed to hang in the stacks in lieu of shelving.

PROBLEMS IN REFERENCE SERVICES

Mr. Louis X. Barbalas
Chief, Technical Library, Lake Survey Center
NOAA-National Ocean Survey
Detroit, Michigan

The agency at which I am librarian is the Lake Survey Center, NOAA, National Ocean Survey in Detroit, Michigan. Prior to reorganization in October 1970 it was called the Lake Survey District, Corps of Engineers, Department of the Army. It was created by Congress in 1841 to conduct hydrographic surveys of the "Northern and Northwestern Lakes." Today we call these waters the Great Lakes.

Our library has three full time employees, of whom two are clerks and one, a clerk typist. We serve 150 employees of whom 40 are active and frequent users of the library and archives.

Our book collection is slightly more than 9,000 volumes, and we subscribe to almost 230 periodicals of which around 70 are meteorlogical data collections. We provide twelve bibliographies, abstract services, indexes, reviews, et cetera, to water-related research. The subject fields cover a wide range of disciplines concerning water motion, shore processes, water characteristics, water quantity, ice and snow, marine mapping and charting, limnogeology, lake hydrology, limnological systems, lake hydraulics, as well as interacting engineering disciplines.

Most of our service is supplying material either from our own collection on loan to various offices or through interlibrary loans from Detroit area libraries and NOS-headquarters libraries in Rockville. We are fortunate in Detroit since eight nearby university libraries can provide almost all our requests for Great Lakes Basin related information. Three major Canadian centers of Great Lakes research can provide us with similar Canadian information.

Regional union lists of periodical, or serial, or monographic, or unique archival data/information, are the first need for our library. We cannot purchase or even adequately store the retrospective literature which our research staff requires or says they require. Special subject resources near us would then be more accessible to telecon requests. We are slowly compiling such lists library -by-library.

Our library will serve within the next five years a research and engineering staff (and supporting elements) that will have increased almost threefold. The subject specialists fields in the research, engineering, and support divisions will increase to nineteen.

The greatest problem I foresee in reference service at our library is the lack of staff who are trained in reference service to scientists. This in turn causes less adequate training of staff to do literature searching and less use of reference material that may be in the library collection.

PROBLEMS IN REFERENCE SERVICES

Arthur H. Priddy
NOAA - National Marine Fisheries Service
Seattle, Washington

The members of the Reference Panel, Louis Barbalas, Mary Grattic, and Art Priddy met prior to the session to correlate their ideas in preparation for the Panel Meetings the following day.

In preliminary discussion, we found that we had great difficulty just defining "reference". Therefore, as a working definition we agreed upon the following:

> Reference is any question asked of a librarian, or request made of him, and his response to it.

At the three meetings of the Panel, each of us attempted to give some idea of the context within which we work and the kinds of reference questions brought to us. There was some discussion of the problem of negotiating the reference questions and of the levels of response appropriate to questions of varying complexity.

We were able to get a general discussion going with the audience at each session. It became apparent that other librarians also have trouble defining "reference". Every discussion leads inexorably to consideration of literature searches, bibliography, and interlibrary services. There seemed to be general agreement that in the end complex questions were very likely to lead to referral services.

The sessions went well. Discussion was lively, and, we hope, as productive for the audiences as it was for the Panel.

PROBLEMS IN BIBLIOGRAPHIES

Val Lava
SDI, Library
Bonneville Power Administration
Portland, Oregon

With the accummulation of printed material came the necessity for listing it in a convenient form to aid the scholars. The listings are called bibliographies, the term that has had a nebulous existence since the Greeks introduced it, and still is somewhat nebulous. The present-day more-common bibliographies are the indicators of the important material in question. The bibliographies provide means of verifying the bibliographic items, such as the author's name, title, source of publication etc., and, in cases of annotated bibliographies, provide a short summary of the work.

In compiling these bibliographies many problems arise. For example - the difficulties may lie in the time element. The bibliography requested was needed yesterday, or the difficulty may lie in the fact that you, as a compiler, are not knowledgeable in the field of the request and have to rely on the indexing and abstracting services for expertise. There is not much one can suggest to remedy problems like these - they are an inherent part of the librarian's profession.

In this age of computers and automation the thought of compiling computer-aided bibliographies came to the minds of many. You have probably used some of these available computerized bibliographic services.

We, here at Bonneville Power Administration Library spend considerable time and effort setting up the Current Awareness program for our scientists and engineers. Since 1966 the SDI (Selective Dissemination of Information) system has been in service and the storage file for Retrospective Searches, that lead to many bibliographies, is growing every week.

It is our intent to share with you our experience and discuss with you in detail the possible utilization of computers for a library's bibliographic needs.

At this time I would like to let Mr. Norman Peterson, BPA ADP Specialist present to you the Alternatives in Computerized Bibliographies. His talk will be followed by a discussion period.

ALTERNATIVES IN COMPUTERIZED BIBLIOGRAPHY

N. D. Peterson
Technical Staff Assistant to the Chief of ADP
Bonneville Power Administration
Portland, Oregon

Within systems for selective information retrieval and dissemination, there are a number of alternatives. It is the purpose of this paper to review some of these alternatives and the issues associated with them.

The first decision to be made in implementing any information service is whether the service should be handled on a manual or automated basis. Among the advantages of the latter are speed of response and the fact that a computer is not characterized by occasional inattentiveness and lapses in memory. A number of such systems have been reviewed in recent publications (Reference 2, 3, 8 and 9).

A second decision is whether the information system should include the preparation of tailor-made bibliographies (retrospective search), or the provision of a current-awareness alerting service (selective dissemination of information), or both. Operating at Bonneville Power Administration (BPA) since July 1966 is a system which provides both and which is the basis of most of the remarks in this paper (Reference 1). Each week, the BPA library selects 100 abstracts from American and Foreign professional literature on high voltage power transmission, our area of major interest. These accumulated abstracts are then machine-matched against inquiries, or profiles. About 900 standing inquiries, more or less permanent in nature, are matched weekly, together with special one-time inquiries for retrospective search.

Indexing and Matching Alternatives

Indexing, in the present context, is the assignment of descriptor words and phrases to an abstract so they can be used for matching in a subsequent retrieval operation.

Manual Indexing. The traditional basis for matching is the assignment of descriptors to documents at input time, done by a professional reviewer from a standardized thesaurus or authority list. The descriptors for the inquiries are then selected from the same thesaurus in a fairly straightforward manner. This approach was originally planned in implementing the BPA system, but discarded in favor of the following:

Auto-Indexing. This is the lifting of "descriptors" by computer, directly from the vocabulary appearing in the text of the document (abstract in the case of BPA). Matching is done by a machine-scan of the terminology used in each document and a machine comparison against vocabulary words submitted in the inquiry. The major professional task is that of designing the inquiry, or profile (Reference 4). But once

constructed, standing inquiries require little personal attention for successive processing cycles.

Levels of Indexing

Two additional options exist as to the manner in which auto-indexing is performed:

Reduction of Terms. One option at BPA promotes efficiency by reducing the auto-indexed words to a level more manageable than the large number that would otherwise be generated. The system is allowed to input from magnetic tape either an exclusion list or an inclusion list. An exclusion list will keep the machine from indexing insignificant words such as "of", "the", and "or", as in the typical literature concordance (Reference 5 and 6). Alternatively an inclusion list can be built from current profiles, thus limiting auto-indexing to terms of current interest. The latter may of course negate the value of the resultant data base for retrospective search in later years.

Word vs Phrase Indexing. Another option exists for either single-keywording or multiple-keywording. Under the latter, profiles may include phrases. With the former, phrases (such as "center of gravity") must be broken into separate words. The advantage of multiple-keywording is gained at the cost of considerably more computer time and greater risk of exceeding the memory capacity of the machine.

Boolean vs Weighted Criteria

In any automated information system there must exist a way of evaluating the degree of match between inquiry and document. The typical approach is that of constructing each inquiry as a series of descriptors connected by AND's and OR's, technically known as a Boolean statement. The approach used at BPA consists primarily of assigning a weight to each descriptor on the inquiry, totaling up those that match with a document, and qualifying only those documents where the total reaches a required threshold or hit level.

Narrative vs Fixed Format

A less obvious alternative in the establishment of an information service is the format in which the information is to be stored. The system used at BPA allows a loose but useful format in which actual passage of text are recorded in "free-form" throughout the machine-readable record, providing as much freedom as in writing an item of correspondence across a sheet of tablet paper.

Other information systems, because of the nature of the data or the kind of computer program available, demand the placement of specific kinds of information in specific locations within the record. Thus the language of publication must appear in record positions 83 through 85, date in positions 117-112, primary subject category in 301-306, secondary category

in 311-316, etc. The main, and perhaps only, significant advantage of such a format is that the necessary computer programming follows more traditional lines and is less complicated. In passing, the availability within the federal government of a machine-independent program for handling retrieval of just such kinds of stored data may be pointed out (Reference 7).

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3. Lynn Ockerman et al, Selected Mechanized Scientific and Technical Information Systems, Federal Council for Science and Technology, 1968.

4. N. D. Peterson, Directions for Preparing SDI Profiles, IEEE Computer Group Repository, Item No. R-68-74.

5. "Textual Processing, A Computerized Aid for the Writer, Editor and Reader," Transactions on Engineering Writing and Speech, May 1969, pp. 9-12. (IEEE)

6. "Computerized Phrase Comparison of Texts," Journal of Data Education, May 1970, pp. 18-21.

7. "A Surface Survey of COBOL Program Generators", Journal of Data Education, October 1971. See illustration of the SURGE software package.

8. Current Research and Development in Scientific Documentation, National Science Foundation, 1969.

9. Directory of Computerized Information in Science and Technology, Science Associates/International, New York, 1968.

PROBLEMS IN INTERLIBRARY LOANS
LITTLE KNOWN TOOLS TO AID IN LOCATING JOURNALS

Mrs. Elizabeth W. McElroy
Chief, Reference and Circulation Services
NOAA-Atmospheric Sciences Library
Silver Spring, Maryland

As Samuel Huang of Northern Illinois University says, "The position of an interlibrary loans librarian could be compared to that of a beggar for his family. And, as is the case with a true beggar, this member of the family appreciates a bit of sympathy for his plight now and then." (RQ Spring 1971, p. 231) [1]

Since this is a workshop, and since we are all working librarians, I am certainly here to talk with you and not at you. I would like to mention some of the tools I find useful, and I won't include strictly local tools; but I will talk about the more general ones that could be helpful to anyone involved in interlibrary loan.

Interlibrary loan is a fact of life for every library - even the Library of Congress borrows from us occasionally. None of us can have everything our patrons need, and many of us have special materials that are needed by patrons of other libraries.

Since my library, the Atmospheric Sciences Library, is a large, specialized one we do much more lending than borrowing. But we do have to borrow, and we do have to know where to get publications. Since we are in an area that has the world's greatest concentration of library resources, we rarely go outside our home town to borrow. But we try to determine either by phone or by holdings lists and by personal experience whether or not a particular journal is available, before we send a request. We honor phone requests, and we like to do business with others that do--then the inquiry of availability and the request for borrowing can be made with a single phone call.

I think we must always remember that in interlibrary borrowing the burden of responsibility lies on us. It is not only a matter of courtesy, it is a matter of service to our patrons--his time, ours and the lending library's are all wasted if we don't do our best to determine whether the library has a publication and if we do not prepare the request form carefully. We can all miscalculate, and we can't always know that the library just discarded older runs or that an item is in circulation. And I am sure we try to help identify a poor or incomplete citation on a request sent to us, but the better the request the quicker the response. Sometimes we have to explain this to our patron who may be thinking of instant access to all recorded information and of pushing a button to

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1. Reference Quarterly, Spring 1971, p. 23.

produce a printout of just the article he wants no matter how vague the citation he has supplied. Or as Mr. Huang says, "Asking the family member to provide a bibliographical source is a task not designed for the fainthearted. Learning not to cringe is one of the prime requirements to fulfil the responsibilities of an interlibrary loan family beggar." [1]

But now to some practical information. I do not consider any of these "little known". Some of them aren't even location tools, but they are all tools, and they are all useful for interlibrary borrowing. All of these tools are in print, and the bibliographic and price information follows at the end of this paper.

The Interlibrary Loan Procedures Manual is a basic how-to-do-it tool of both borrowing and lending. There is an excellent bibliography which includes some location tools. I would highly recommend this to all of you for procedures and reasons for the procedures. It won't tell you where to find a specific journal, but it will certainly help with the rest of the process.

Incidentally, if your staff is organized in such a way that different people do lending and borrowing, I'd like to suggest that you provide some cross-fertilization and switch jobs occasionally. In a small library, we are forced to have some exposure to both jobs. Filling requests makes it obvious as no amount of instruction can, why a complete, accurate, verified citation is important. And of course, preparing request forms gives one a new perspective on the task of acquiring materials through interlibrary loan.

Another tool in the "general help" area is "Just b'twx us" a newsletter edited by Virginia Boucher of the University of Colorado Libraries. The $5.00 subscription price includes the four past issues and four to come. I recommend it highly for pertinence, readability, information--all in a down-to-earth, good-natured style. I have sample copies and subscription blanks. Mrs. Boucher assures me that they are eager to have more subscriptions.

Needless to say new tools are always appearing--both commercially produced and those produced by volunteer groups, such as the chapters of SLA; Special Libraries and other library periodicals announce these. For example, the Rio Grande Chapter of SLA is going to produce a new edition of its Dictionary of Report Series Codes. I don't even have the old one, but I can certainly imagine how helpful it could be - not for journals, of course, but for another group of publications that are difficult to identify.

Now to some slightly more specific location aids. Of course, the Union

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1. Ibid p. 233.

List of Serials and its continuation, New Serial Titles is invaluable. If you don't have it or don't have access to it and do any amount of interlibrary borrowing, you should consider it. The five basic volumes are available and so are all of the issues New Serial Titles. By no means all of the libraries that have a particular journal are listed in either, but these books are helpful in identification, dates, names changes, issuing body, etc. And of course, they cover a wide range of serials--not just journals.

I imagine most of you have more local union lists or holding lists of libraries near you from which you can borrow. I know you may want to exchange some information on these during the discussion period. We try to get copies of any that we can from libraries in our area -- both geographically and in terms of subject. Sorry, we don't have one from our library, but we do plan to produce one. We try not to borrow too heavily from any one library -- especially when it is a library that never borrows from us.

In the bibliography of the Interlibrary Loan Procedures Manual, there is a List of Union Lists produced by the Library of Congress. It is out-of-print. The answer to our inquiry stated that LC would reproduce it at their usual rates for photocopying, but we did not want to pay these charges.

There is another approach to location of journals, and that is by subject. A library with a strong subject collection is likely to have long runs of journals in their subject areas. As I say about our library, "We have just about every meteorological journal from any country -- forever." There are two tools I would suggest for this purpose. Lee Ash's Subject Collections is arranged by subject. Like any tool it is not exhaustive, but it will indicate most of the important subject collections -- some of them in small non-governmental libraries. Our own Library and Reference Facilities in the District of Columbia has a subject index which is most helpful to us.

The other tool in this area is a new publication, A Study of Resources and Major Subject Holdings Available in U.S. Federal Libraries Maintaining Extensive or Unique of Research Materials, compiled by Mildred Benton under an Office of Education contract. It takes a little study to figure out how to use the tabular arrangement, but it really has a wealth of information about the collections of federal libraries all over the country. It was distributed free to those on the mailing list of the Federal Library Committee; free copies are still available.

I am sure I do not need to tell you that one of the best sources of information about the location of journals (or other materials) is a staff member of another library. I think all of us are aware of how dependent we are on one another and of how helpful the informal personal library network is. This is true whether the meetings are like this where a lot of us with closely related interests meet over several days

or the meetings of geographically related libraries as in the local chapter of a professional association, or just the person to person phone calls between two librarians. That is why I have spoken of only a few tools -- I really am looking forward to hearing about your tools, that may be "little known", or "unknown" to me.

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Just B'twx Us; an interlibrary loan service newsletter. Vol. 1, No. 1, May 1970- , Mrs. Virginia Boucher, Head., Interlibrary Loan Service, University of Colorado Libraries, Boulder, Colorado 80302, $5.00 for two years. This includes the four back issues and four to come.

Thompson, Sarah K., Interlibrary Loan Procedures Manual, 1970, 116p., American Library Association, 50 E. Huron Street, Chicago, Illinois 60611, $4.50.

Union List of Serials in Libraries of the United States and Canada, 3d ed., 1965, coverage to 1950, 5 vols, H.W. Wilson Co., 950 University Ave., Bronx, N.Y. 10452, $120.

New Serial Titles, 1950- , Card Division, Library of Congress, Bldg. 159, Navy Yard Annex, Washington, D. C. 20541, Annual subscription- $150.
1950-60 Cumulation-available from address above, $56.25.
1961-65 Cumulation-available from R. R. Bowker Co., 1182 Avenue of the Americas, New York, N.Y. 10038, $46.

SELECTED TOOLS USED FOR INTERLIBRARY LOANS

Prepared by
Mrs. Carol Backhus
Librarian - Marine Minerals Technology Center
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1. Chemical Abstract Service Source Index.
   Available : Chemical Abstract Service
   The Ohio State University
   Columbus, Ohio 43210
   Price : $100.00/yr.
   $75.00/yr quarterly supplement

2. Current Serials Received by the National Lending Library for Science and Technology. 1971
   Available : HMSO Government Book Shop
   P. O. Box 569
   London SE1, England
   Price : 3.15

3. Directory of Marine and Marine-Related Information Resources at the University of Wisconsin. 1970
   Available : University of Wisconsin
   Sea Grant Program
   1324 West Dayton Street
   Madison, Wisconsin 53706
   Price : Free upon request

4. Half a Century of Soviet Serials, 1917-1968. A bibliography and union list of serials published in the USSR. Library of Congress, 1968.
   Available : Superintendent of Documents
   U.S. Government Printing Office
   Washington, D. C. 20402
   Price : $16.00/2 volume set

5. Japanese Scientific and Technical Serial Publications in the Collection of the Library of Congress. 1962
   Available : Superintendent of Documents
   U.S. Government Printing Office
   Washington, D.C. 20402
   Price : $1.50

6. Oceanography: A Union Catalog of Selected Texas Gulf Coast Library Resources. 1970.
   Available : Oceanography Project
   Regional Information and Communication Exchange
   P. O. Box 1892
   Houston, Texas 77001
   Price : $20.00

7. Serials Holdings in the Linda Hall Library. March 1, 1971.
   Available : Linda Hall Library
   5109 Cherry Street
   Kansas City, Missouri 64110
   Price : $25.00

8. The Texas List. A Union List of Serials from 200 Texas Libraries. 1971.
   Available : Phil Wilson Publisher
   4701 Neth Street
   Houston, Texas 77007
   Price : $175.00/ Calendar year

PROBLEMS IN TRANSLATIONS -- DEVELOPMENT OF THE NMFS TRANSLATION PROGRAM

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Some of you probably have heard a researcher say, "I don't need to keep track of foreign literature because the only good research in my field is done in this country." Or, "I know everyone in my field of interest and I get reprints from them." These statements may apply in some very narrow specialties, but most people with this viewpoint sooner or later are due a surprise which may be embarrassing, or costly, or both.

Let me give you two examples of the danger of narrow thinking. In 1960 a Russian scientist discovered a third radiation belt at 40,000 miles in space. He published two articles in the February and April issues of the Proceedings of the Academy of Sciences of the USSR (Doklady Akademii Nauk SSSR). Most scientists working in the same field apparently were unaware of this, because in 1961 the United States announced that the Explorer 12 satellite had discovered the same radiation belt. No reference was made to the Russian discovery.

Closer to my interest in fisheries, about the same year a fisheries professor was in the Fisheries-Oceanography Library at the University of Washington when I delivered a collection of Russian translations prepared for the Bureau of Commercial Fisheries Translation Program. As he leafed through the volume, he suddenly exclaimed, "My God!" When I asked what caused such an emotional reaction, he pointed to a paper by a woman describing a particular parasite in pink salmon. He went on to explain that he had just finished a contract for the Navy, part of which was a report of the same parasite in the same species of salmon. He was completely aghast to find that he had been "scooped" by three years and had not known it.

These examples are dramatic evidence that American scientists are sometimes not aware of all the latest research in their specialties. Perhaps this is not too surprising because of the well-recognized exponential growth of scientific information. The expansion of literature in the aquatic sciences, principally oceanography and marine biology, appears to be more rapid than the general rate.

Fortunately for those of us in aquatic biology, 66 percent (two-thirds) of the world literature is in English, according to an analysis made by Dr. Donald DeSylva in 1960. In foreign languages, 11 percent of the literature is in Russian, 6½ percent in German, and French and Japanese total about 5 percent each. Thus, approximately 93 percent of all articles are in these five languages. I suspect that the

percentages have changed little in the past ten years.

But being aware of an article in a foreign language is of no value if an individual cannot read the language. To be useful, the article must be converted to English.

Previous to the late 1950's, most translations were made by individuals for their own needs or were financed by companies and government agencies to aid their research. The increasing need for translations has led, principally in the past 12 years, to development of translation coordination centers, cover-to-cover translations of foreign journals, and expanded funding for translations.

I will discuss briefly the development of the Translation Program of the former Bureau of Commercial Fisheries (now National Marine Fisheries Service) in fisheries and oceanography and some of the problems involved.

Development of the Program

The Bureau of Commercial Fisheries became involved in an expanded translation program in February 1959. At that time the Bureau received, through the Department of the Interior Library, quotas for translations of Russian, Polish, and Yugoslavian literature under the Public Law 480 program. As most of you know, the PL 480 program, administered by the National Science Foundation, uses funds from surplus food exported and sold to foreign countries. The value of the food products is paid in services of the foreign countries in their domestic currency. Russian literature is translated in Israel; Poland and Yugoslavia translate literature from their countries.

I was given the responsibility of establishing a translation coordination center for fisheries and oceanography in the Seattle Biological Laboratory. We had all the facilities needed, including access to an outstanding fisheries library at the University of Washington. I had supervised a Literature Research Unit in Seattle since 1952, and had a nucleus of files of translations produced by ourselves and other agencies.

After we made our first submission of material to be translated under the PL 480 program, we proceeded to make bibliographic cards for every known translation of aquatic biology and oceanography literature. We contacted various agencies producing translations in the United States and foreign countries and arranged for cooperative exchanges of information and translations. To eliminate duplication of effort, we particularly emphasized the importance of agencies checking with us before starting a translation. Translations in our files were made available on loan anywhere in the world.

Cooperation from almost every agency was excellent from the beginning. We used our PL 480 quotas, and more, in the seven years the Bureau's program was in Seattle. Thanks to Dr. Madeleine Wilkins, who coordinated the Department of the Interior quotas in the Interior Library, we took advantage of quotas not used by other government agencies. In the first 4 years of the PL 480 program, the Bureau of Commercial Fisheries, although a small bureau in a comparatively small department of our Government, received 21 percent of all Russian translations done for all U. S. agencies.

Problems of the Program

Naturally, establishing and operating the Bureau's translation coordination program presented problems and frustrations, particularly with the developing PL 480 program.

1. Limited coverage - The primary problem was that only Russian, Polish, and Yugoslavian literature could be translated. We could not submit German, French, and Japanese articles although, as I mentioned previously, these languages are among the top five in importance. When Bureau installations requested translations from the latter languages, we could only suggest they translate with their own funds or forget the translation. This did not exactly win us friends.

2. Inadequate quotas - Russian quotas were always pitifully inadequate, but we had larger quotas than we could use for Polish and Yugoslavian material. The estimated cost per page of Russian translations prepared in Israel, printed, and delivered to a U. S. port was approximately $30. Reducing the cost per page to page quotas, our Bureau received an average of only 920 pages per year in the first 7 years (FY's 1959-65). This is the equivalent of only about three Russian books per year.

3. Selection of material for translation - Selection of material to be translated was complicated at first by a lack of response from various Divisions and laboratories of the Bureau. They were asked to submit requests, but many offices and installations either were not sufficiently interested to respond or were unaware of available foreign literature. Lists of tables of contents of Russian journals, sent to all offices, aroused only a minimum response. As a result, I had to select literature that would be of interest to more than one Division of the Bureau. In Fiscal Years 1959-65, I selected 52 percent of the Russian, 95 percent of the Polish, and all of the Yugoslavian literature translated for the Bureau of Commercial Fisheries.

The problem of making our offices aware of literature and translations was partially solved in 1964 when we began issuing the publication, Fishery and Oceanography Translations. Odd-number issues (1,3,5) listed available translations from all languages; even-number issues (2,4,6) gave translated tables of contents of Russian books and journals.

Unfortunately, because the publication was approved by the Bureau of the Budget, strict editorial procedures had to be followed and we could not issue it as rapidly and frequently as informals lists could have been.

The publication was well accepted but also created new problems in our services for the Bureau. We received requests for more Russian translations than we could honor under our quotas. We had to reject many requests or hold them for future quotas.

4. Editing of drafts - In the first two years of the PL 480 program, all rough translation drafts were sent to the requesting agencies to be edited before they were printed. Editing was difficult because of time required and because no one in our Translation Program could read the language well. Most of our contribution was in the form of improving readability and questions to the translators to clarify points. The Israeli drafts were particularly poor because of inadequate editing of typists' drafts in Israel. In one instance I laboriously edited a translation with the aid of a Russian dictionary and suggested revision of a sentence. When the translation was published, the erroneous sentence still appeared, but it was followed by the corrected sentence! The editing of drafts became such a chore that we made arrangements in 1961 to send them to subject specialists for review. About a year later, because of complaints from all U.S. agencies, the Israeli translators assumed all editorial responsibilities and translations improved radically.

5. Translation delays - The PL 480 program was not a way to get rapid, timely translations. The usual lag between submission of literature and receipt of finished translations was a minimum of one year and as much as four years.

6. Distribution of translations - We received 500 copies of each translation in Seattle and distributed them to a world-wide mailing list. Packaging, addressing, and shipping was a chore for a staff of 2 people. At times we had 2 tons of publications stacked in boxes and on pallet boards in the hall outside our office awaiting processing.

7. Value of translations - Most translations produced for us were useful and valuable, but some were questionable or of no value to our offices. Some, requested on the basis of title only, proved not to contain as much as the titles indicated. Others were translated in spite of our efforts to stop the translation when the content became known before the work progressed too far.

For example, in 1961 we selected a Polish book titled in a publisher's list as "Striking fishing implements in Poland and neighboring countries," We noted in a memorandum that the title appeared interesting, but that we had not seen the book and it should be examined before being submitted under our Polish quota. Subsequent correspondence from

Washington, D. C. informed me the book was to be reviewed by Bureau gear experts and then that it was part of the 1962 quota. Nothing happened for about a year. Then a bulky typescript draft arrived for me to edit. I looked at the first two pages, realized that the subject was worthless to the Bureau, telephoned our Washington office to halt any further work, and filed the draft without editing it. Finally, one day in 1966, I was shocked when we received 500 copies of a nicely bound, dust-jacketed 536 page translation titled, "Thrusting implements for fishing in Poland and neighboring countries." It was an anthropological and ethnographic study of primitive fish spears! My colleagues have never let me forget the comedy of errors in spite of my protests of innocence.

Supposedly valueless translations may have some redeeming value, however. Scientists or administrators may benefit from an overall view of the quality of work being done in other countries or by particular scientists. And certain English-speaking anthropologists are probably delighted with a scholarly study of fish spears!

Although I have spoken about a number of difficulties, the Translation Program of the Bureau of Commercial Fisheries had many more positive than negative aspects. In the first 7 years we submitted 11,250 pages under the PL 480 program -- 6,465 pages of Russian, 4,058 of Polish, and 727 of Yugoslavian. Our coordination center met a need that was apparent from world-wide correspondence and translation exchanges. Under an Interior Department reorganization, the Translation Program and functions were moved to Washington, D. C. in 1966 under the Division of Foreign Fisheries. Although the decision was difficult, I preferred not to move to Washington, D. C. Milton Rose, who took over the work, has done an excellent job in continuing the Program. He will describe the present operations of the translation coordination center of the National Marine Fisheries Service.

PROBLEMS IN TRANSLATIONS

Richard Erb
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As our title Problems in Translations indicates, we have, among others, translation problems. It all starts when the library patrons require literature that is not in King's English. Particular problems arise when dealing with such "exotic" languages as Japanese.

A quick review of the various solutions tried and proposed will show us that librarians have not been idle nor unimaginative. It will, however, also indicate that the art of handling translations is still in a state of flux, hopefully developing into a full-fledged and efficient tool of libraries.

The oldest of all solutions, custom translating, once the only method used, still meets much of our need, but it must now share the market with newcomers often more expedient. As another solution more and more journals are translated from cover-to-cover. These have a definite disadvantage, however, the time delay, that may be as much as 18 months between the original and the translated publication. Some agencies turn to acquiring their own translators. This solution has distinct appeal, it permits scanning the foreign literature as well as evaluating it to some extent. This is limited unfortunately by several factors, for example the specialization of the literature to be translated, (a translator cannot be proficient in more than a few related fields, nor is it easy to find translators proficient in many languages.)

To remedy some of the shortcomings of the above methods some librarians turned with much hope to a child prodigy of our technology - the computer. Computer experts promised a solution that seemed almost ideal, fast, inexpensive, and accurate machine translation. It was a disappointment to many that machine translation turned out to be less than a qualified success, to say the least. Dr. S. Pershke, who is chief of a machine translation project at Ispra, described it as:

> "The task of the computer is comparable with that of a human being who has to translate a text he does not understand from a language he does not know into another language he does not know either."

The computer's great difficulty stems from a linguistical problem, part of which is the many meanings of a word and the lack of one to one correspondence of grammars in various languages. At best, to be acceptable, machine translation needs extensive editing, and this is where much of the savings are lost. At any rate, more research is needed in this area before it can be counted as a realistic resource of translations.

An attractive solution with many advantages has been tried by Mrs. Anne W. Sands, translator, U.S. Bureau of Reclamation at Denver, Colorado, which she described as a translation seminar. It consisted of engineers, scientists, editors, and at least one translator, combining their knowledge, meeting periodically to discuss and correct a translation. This produced excellent translations, at relatively low cost. In addition they were available for scanning the literature in the field of their specialization, and the translating abstracts which can be very valuable in determining whether the whole article should be translated or not. Mrs. Anne Sands described her experience with this translation seminar in a paper presented to the Convention of American Translators Association, Washington, D. C., 1965. For some agencies this method, or a variation of it may be the solution to many of their translation problems.

Finally I would like to make a proposal, which is but an extended version of Mr. Erik Bromberg's recommendation. Mr. Bromberg suggested that:

> "In the field, a scientist or engineer would sit at the phone with a copy of a Russian article before him. Simultaneously a library staff member with language facility would sit at the phone with the same article. The translator would sight translate those elements of the article desired by the scientists: i.e. curves, diagrams, introductions, conclusions, et al or would scan the whole article to see if a certain area is mentioned. My experience indicates that once a scientist has such guidance he can determine if it is necessary to translate the complete article. This can involve considerable savings . . ."

This would apply to any language, but it may be most useful in Japanese and other "problem" languages.

The extension I propose is that the librarians determine the language resources at their respective agencies, and their willingness to cooperate in a program where if one agency needed a quick translation and its language resources are incomplete in the particular language or field, the librarian of this agency would contact the librarian of the participating agency possessing the appropriate language and specialty skills for a telephone translation session. Of course this would be most effective if a large number of agencies would cooperate, thus having a variety of languages and specialties in the pool. This could significantly contribute to the solution of translation problems particularly as a supplement to whatever method each librarian uses to meet his translation needs.

BIA BUREAU MEETING

Reported by
Ray D. Reese
Brigham City, Utah

Mr. Erik Bromberg, Director of Library Services, U. S. Department of the Interior, discussed the lack of BIA school library publicity and the need he has to receive pictures and articles from the librarians that can be utilized more effectively in getting favorable articles written in national publications. He also discussed the efforts the librarians should be making to get more Indian students interested in the field of library science. He presented to the group names and addresses of organizations and groups interested in the improvement of Indian programs and publications.

Mr. Ray D. Reese, Educational Specialist (Library Science) Instructional Service Center, Brigham City, Utah discussed some general items of interest and then the group made a gift presentation to Mr. Bromberg in tribute to his leadership and support during the past three years.

Mr. Cal DuPrey, Special Assistant for Indian Affairs, Community College Programs, Seattle, Washington was introduced along with Mr. Robert Geiman, Programs Officer, Library Services, Region Ten Office, Office of Education, Seattle, Washington. Mr. DuPrey spoke concerning various services needed by the Indian community at large and how the librarians could help meet those needs.

MODEL MEDIA CENTER FOR 500

Dr. Norman R. Jensen
Bureau of Indian Affairs
Instructional Service Center
Brigham City, Utah

Each and every one of us as library/media personnel are in the schools for a specific purpose--that is to help each teacher become a better teacher. In order to do that we have to become what I would consider a true professional. I have, ever since teaching college media courses in the state of Oregon, developed a formula for professionalism. P=p1 + p2 + p3. If we are truly to be professional, we need to have three subscripts to this formula.

First of all the teacher must have a plan--that is subscript, one. The next thing that teacher must do then is to prepare materials for that plan--that is subscript, two. A teacher must be able to prescribe the mode and method of instruction--that is subscript, three. This prescription, for example, could involve large group, small group, individualized instruction, lecture, etc. The point that we should be involved in which is essential to integrate media into classroom instruction concerns the subscript two or prepare area. The concept put forth at this time is that the classroom teacher has no business preparing most media materials needed for classroom instruction. True, the classroom teacher should have instruction in the selection, integration and utilization of instructional equipment and materials and should know how to integrate the various media into the cirriculum, but the teacher has neither the time nor skills to actually prepare media materials for classroom use. This production of instructional materials should be under the direction of competent professional and paraprofessional media personnel.

What is this "thing" called professionalism? Professionalism is really an elusive--all inclusive catch-all we educators fall back upon when we want a raise, but lose when it comes to providing services that improve the education of children.

What do we mean by "educational media"? Educational media should be an integral part of those learning processes that we educators forget about after we consider ourselves "professional". Too many times educational media is considered an adjunct, an aid or some gadget to be played with or looked upon with suspicion. Media has never been an adjunct, aid or gadget, and as long as we continue to consider educational media as such, we will continue to have problems in our communications processes. It is hoped these points can be clarified as we discuss the model 500 IMC concept.

What then are those things called Instructional Material Centers? An IMC exists to improve the instructional program of the school. The

concept of having strictly a library full of books should have gone out of existence years ago. An IMC houses equipment, materials (books & non-books), personnel (professional and paraprofessional) who are organized and trained to provide a service for the teacher and student. Whether a media-oriented or a library-oriented individual is directing the IMC program makes little difference, provided one area is not overlooked at the expense of another. In the BIA we have few broad media personnel, as all of you here today are library-oriented. What we hope to obtain in the future are those trained educators who are instructional materials/library science oriented. Those who are strictly library or media oriented need further training to broaden their perspective of the educational technology field. Thus, properly trained, current librarians can provide a truly unified instructional materials center program for a school or a school system.

What constitutes a basic service-oriented instructional material center program for a school or a system? An IMC is organized around three basic functions: administration, coordination and service. As an IMC administrator you cannot sacrifice media for library concepts or vice-versa. You librarians need to realize you have to be service-oriented--oriented to both book and nonbook programs that help educate Indian children. In viewing the coordination functions, as a librarian, you need to know what others on the school staff are doing. It should be your responsibility to coordinate the total media program of the school. This means then that as an administrator of the IMC you need to know not only the scope and sequence of the curriculum program but you need to know your teachers as well. You need to be able to go up to a teacher and say, "Hey, Joe, hey, Jane, I've got something new that might be just the thing to help you out with that new unit that's coming up two weeks from now." You should be able, in time, to train every single person in your school building in the selection, integration and utilization processes involving educational media. Every time your administrator has a faculty meeting you should request to have ten minutes of it for inservice media training purposes. You should be the media consultant in the school building.

The third function of the administrator of the IMC is one of providing services to all areas of the school program. You schedule, catalog, distribute, maintain, do some publishing, some duplicating, and producing of media materials as needed.

In order to give you a more comprehensive view of the three functions of an IMC, we have been developing plans for a model 500 student instructional materials center. In this model we have suggested in detail the following areas to be considered: physical facilities (darkrooms, production area, maintenance area, clerical area, graphic artist area, storage area, etc.;)staffing patterns (we departed from the ALA/NEA standards as we believe in having less professionals and more paraprofessionals); budget, as well as the equipment and materials necessary

to provide a reasonable program for a school of 500 students. If you so desire a copy of this program let me know, and we will send you a copy.

I believe it is time for the BIA to take a good, hard look at some of the basic BIA media problems being encountered bureauwide. Since the Instructional Service Center has been in existence, our staff members have been providing extensive services to BIA schools and agencies in the field. In addition, we have had many of you here today, as well as others, at the ISC for further intensive individual training in the media field. During this time we have been listening, observing and asking questions to find out what has been going on in the BIA. A detailed survey utilized in a masters thesis by one of our staff members confirmed our thinking regarding the BIA media problems in the field. You heard what Julia Butler Hansen's aid said that they are looking for a plan of action to be followed to help improve the library services of the BIA. We have a plan that can be followed. The plan was just described--the model 500 student IMC and the inservice training component that goes along with it. In very few cases Bureau schools are not lacking in media facilities. Excluding the small schools, many BIA schools have well-developed media facilities that are being used for purposes other than media programs. In general, we are not hurting for facilities, equipment, and in some schools, supplies, but we are hurting in the implementation of media training programs for teachers and administrators. Too many administrators and teachers do not recognize that media is an integral part of the educational program.

A program instituted by the ISC bureauwide that will give our teachers, administrators, policy makers and specialists a new lease on how to solve educational problems by using a systematic procedure is called instructional development. Those skills learned through these workshops certainly show how educational media can be incorporated into the learning processes.

The purpose of the Instructional Development program is to assist school systems with limited resources, substantial numbers of academically or culturally deprived students, and a real desire to find innovative and effective solutions to consequent learning and instructional problems. We in the BIA certainly need programs which will help assure long-term gains in the educational processes.

I would like to suggest that each of you read the copy of "To Improve Learning", a report to the President and the Congress of the United States by the Commission on Instructional Technology (March 1970), Carl D. Perkins, Chairman for the House Committee on Education and Labor. This report certainly will give you an excellent overview of the nation's (and particularly the BIA's) pressing educational needs and how instructional technology will help make education more productive, powerful, individual, and make learning more immediate.

In summary, we have the know-how and the capabilities to implement a good, sound media program for BIA schools. Our biggest problem is in getting administrators to recognize and implement training programs that will allow the integration of instructional materials into the education program.

L. to R. Mr. Richard Cassell, Dr. Norman Jensen and Mr. Erik Bromberg

BIA LIBRARIANS VISIT PORTLAND PUBLIC SCHOOLS

Reported by
Ray D. Reese
Brigham City, Utah

BIA librarians toured five Portland Public School library-media centers and the Portland Community College Library. The group was divided in two groups. Those involved in elementary schools went to Columbia, Humbolt and Couch Elementary Schools. Those in secondary visited Roosevelt and Jackson High Schools. The following comments made by some of the librarians summarize the general attitude of the day.

"It was most reassuring to observe other school librarians in action." "Columbia School was wonderful - - - - -Humbolt not too good - - - - - I found Couch too much for me." Wednesday, the best day of any of the other meetings." "The visit to the schools was a marvelous success. I realized that more can be done in each of our libraries, even without additional money or equipment." "Our visit to the Portland schools and Community College was professionally stimulating and informative with a first-hand look at arrangements, organizations and utilization of the media services." "The school visits were indeed a highlight and, perhaps, the single most informative meeting of the workshop." "Wednesday was the highlight day. Seeing is believing, and we saw Instructional Media Centers in operation." "Roosevelt School Library was well planned and seemed the hub of the educational program. - - - -The Community College was delightful, well organized and presented great ideas in an open, free concept of Library Service and one which I agree with completely!" "The Portland Community College Library was unbelieveable had I not really seen it and heard its philosophy explained. I was delighted to see that a dream had really become functional, enjoyable reality." "Nuff said!"

BUREAU OF SPORT FISHERIES AND WILDLIFE GROUP MEETING

Ruth Rehfus
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Bureau of Sport Fisheries and Wildlife librarians broadened their knowledge of Bureau programs in fishery research by visiting the Western Fish Nutrition Laboratory in Cook, Washington. This laboratory is one component of the Bureau's Division of Fishery Research. In conjunction with this field trip, stops were also made at the Bureau's Little White Salmon National Fish Hatchery, and at the Bonneville Dam.

The Western Fish Nutrition Laboratory began nutrition research with salmon in 1950. Scientists at the Laboratory are responsible for determining what fish need to eat, how much of each food component is necessary, how each is used, and why it is necessary. Application of this knowledge makes it possible for fish hatcheries to grow healthier, hardier, and larger fish. The Laboratory has a research section for each major class of nutrients: proteins, fats, carbohydrates, vitamins and minerals. Support studies are also made relating to enzymes, body functions, availability and utilization of food, and pathology of tissues and organs. Research emphasis has been on chinook and coho salmon, but almost all species of trout and salmon have been utilized at some time for studies of special and unique problems.

Of particular importance to librarians is the existence at the Laboratory of nearly 55,000 slides of normal and diseased tissues available for loan to scientists throughout the world for comparative study of fish given different diets or with various diseases.

At the Little White Salmon National Fish Hatchery both natural spawning in the river and artificial propagation at the hatchery were viewed. Hatchery personnel explained the processes by which eggs and milt are taken from mature chinook and coho salmon, and by which eggs are hatched and the young salmon raised until they are released into the nearby Columbia River.

Fish facilities seen at the Bonneville Dam include the first multiple-purpose project built on the main stem Columbia. This project consists of three fishways, each one consisting of a collecting system, a fish ladder and fish locks. In addition to these fishways to allow mature salmon to move upstream around the dam, bypasses are also provided for the downstream migration of fingerlings.

POWER AND ENVIRONMENTAL CONSIDERATIONS

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Before embarking on the subject of power and environmental considerations it might be well to define three terms which cannot be omitted in the course of the discussion. they are:

Power . . . "to supply with or propel by means of motive power . . ." 1/

Environment ". . . Surroundings. The surrounding conditions, influences, or forces that influence or modify; as a: the whole complex of climatic, edaphic, and biotic factors that act upon an organism or an ecological community and ultimately determine its form and survival . . ."2/

Ecology "1: A branch of science concerned with the interrelationships of organisms and their environments; especially as manifested by natural cycles and rhythms, community development and structure, interaction between different kinds of organisms, geographic distributions, and population alterations . . . 2: the totality or pattern of relations between organisms and their environment . . . " 3/

Only a survey of periodical literature indicates that a wealth of material is published in the field of electric power. Of particular concern to us as librarians is also that portion of the literature dealing with the environmental and ecological aspects of electric power.

Increasing frequency of power - outages, and growing public awareness of the necessity to guard the environment have created an atmosphere of urgency concerning our ability to meet the increasing energy needs of society. The demand for electric energy has been doubling every ten years. Coal could meet world requirements for approximately one or two hundred years; oil and gas for somewhat less than a century. There is no promising technology in sight for harnessing solar energy on a large scale. World hydro-power is now comparable to energy derived from fossil fuel. Geothermal and tidal power can be tapped in only a few situations. We are thus left with nuclear power as the primary hope for the long-range future. 4/

Environmental factors will play an ever-increasing role in planning for the location and design of future power generating plants. This planning must include all phases of furnishing electric power, such as the exploration for and mining of fossil and nuclear fuels; the transportation and storage of these fuels; power plant siting; the disposal of solid waste from power plants; and the transmission and distribution of electric power. 5/

In the Pacific Northwest "the Joint Power Planning Council, under whose auspices the blueprint of the Hydro-Thermal Power Program was conceived, is determined to minimize the impact of future power facilities on the environment. In March 1968, the Council established an Environmental Committee which works in close cooperation with Federal and State environmental agencies . . . And Bonneville, as a member of the Council and as an agency in the U. S. Department of the Interior is committed emphatically to implementation of Congressional mandates on the environment as expressed in such legislation as the Federal Water Pollution Control Act, the Fish and Wildlife Coordination Act, the Water Quality Act, the Clean Air Act, and the . . . National Environmental Policy Act of 1969 . . ." 6/

As librarians it is our professional responsibility to continue to keep our patrons informed in this most important and rapidly changing and developing field. Our patrons must be able to rely on our capability to furnish them with the most up-to-date information relating to power, environment, and its ecological ramifications; only then will they be able to arrive at scientific and wise decisions which, in the long run, will affect all of us.

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POWER AND ENVIRONMENTAL CONSIDERATIONS

Virginia Gray
Alaska Power Administration
Juneau, Alaska

Thank you for inviting me to join your panel discussion on "Power and Environmental Considerations."

Alaskans are sensitive to environmental considerations especially since national attention has been focused upon us because of the issue of Native Land Claims and the proposed Trans Alaska Pipeline.

The Alaska Power Administration is a planning agency headquartered in Juneau. It is the only Federal bureau to serve a single state - Alaska. I am limiting my comments to the Alaska Power Administration library and to the environmental challenges in Alaska.

Our library is an integral part of our organization and functions as a management tool to aid and further our programs. But most importantly our library belongs to the staff.

In a special library such as ours the librarian has the advantage of daily contact with both management and staff. In other words I can see the day-to-day workings and the changing emphasis and thrust of our programs.

I do the preliminary research and try to get, the fastest way possible, the most up-to-date information for our professional people. To do this I depend often on the generosity of libraries of Bonneville Power Administration and the Bureau of Reclamation which have always given us excellent cooperation.

During the last decade environmental awareness in the private and government sectors has brought changes of emphasis in programs. For power agencies however, environmental considerations are not new.

The Eklutna Project, operated by the Alaska Power Administration, near Anchorage, is located in the northern part of the Chugach State Park, the second largest state park in the nation.

APA will be operating the Snettisham Project upon its completion in 1972 by the Corps of Engineers. The 40-mile transmission line from Snettisham to Juneau is being built to a very high standard of environmental compatibility. On recreational aspects of this power project we will work closely with the Forest Service.

The U. S. and Canada have discussions underway on the power market potential of an upper Yukon River hydroelectric project near Skagway. The project will be located adjacent to the Chilkoot Trail, which is being proposed as the International Klondike Gold Rush Park. APA and

the National Park Service are cooperating in making these two great resources compatible.

We are currently involved in a preliminary study of possible electric power transmission systems in Alaska and interconnections with Western Canada and the Pacific Northwest.

Construction in Northern Alaska necessarily involves musket, tundra, permafrost and the more difficult area of intermittent or discontinuous permafrost. However, there is a very extensive amount of literature on the research performed in arctic and sub-arctic construction. The Pan-American Petroleum Company's "Cold Regions" bibliography and CRREL reports are examples in this field.

We maintain legislative histories on environmental laws and on proposed environmental legislation such as the Powerplant Siting bill, the Land Use Policy bill and the Native Land Claims bill.

In conclusion I would like to re-emphasize that in Alaska we are very aware of environmental aspects of our actions. We have a sincere belief in the basic objectives of the National Environmental Policy Act when it calls for a productive harmony between economic development and a good environment.

BUREAU OF MINES GROUP MEETING

Eleanor Abshire
Librarian, Albany Metallurgy Research Center
Albany, Oregon

A group meeting held September 27 was attended by Jeanette Burge, Reno, Nevada; Sam Shepard, Denver, Colorado; Pat Rogers, Laramie, Wyoming; Judy Clark, Arlington, Virginia; Nell Jonas, Rolla, Missouri; Fern Caruso, Spokane, Washington; Enid Laulicht, Pittsburgh, Pennsylvania, Geri Krepala, Twin Cities, Minnesota; and Eleanor Abshire, Albany, Oregon.

In response to the chairman's introduction to an informal meeting, several topics of interest were raised by the participants. Subjects included interlibrary loans, serials holdings lists, weeding, xeroxing copyrighted materials, disposal of excess publications, NTIS report procurement, and binding, binderies, and costs. Mrs. Rogers brought up an interesting subject concerning the use of Chemical Abstracts on microfilm in lieu of bound volumes. Some concern was voiced about lost books and other library materials and the use of fines.

Sam Shepard distributed a list of excess publications. He also has available extra Reports of Investigation and Information Circulars. Denver is the depository for a complete file of U.S. Atomic Energy Rulison and Gas Buggy open-file reports.

It is interesting to note that all participants contributed to the meeting with subjects of interest, problems, or solutions. This points up that the intrinsic value of these meetings lies in the opportunity to share ideas and knowledge of resources.

Marianne Rogers
Librarian, Bureau of Mines
Laramie, Wyoming

The entire afternoon and evening session was devoted to the Bureau of Mines group meeting. Chairwoman for the meeting was Eleanor Abshire from Albany, Oregon. The meeting opened with the introduction of all participants. Sam Shepard, Denver, handed out duplicate material lists from his library. The material listed is available to any government library at no cost. Mr. Shepard started the session with a discussion of the Interior book contract currently held by Abel & Co., Portland, Oregon. Only a few Bureau librarians use this contract at the present time.

Discussion followed on the binding contract held by a firm in Waco, Texas. None of the Bureau librarians present had used this contract.

This writer opened the next topic for discussion, the Dewey Decimal System as opposed to the Library of Congress Cataloging System. Some of the Bureau libraries use both systems while a few of the larger ones use only L.C. It was decided that the size of the collection, the scope of subject matter, and the patron preference are all involved in the system choice. Smaller libraries such as the Laramie facility seem to operate quite well using the Dewey System. Also discussed was the speed or lack of speed in receiving printed Library of Congress catalog cards and the feasibility of using a xerox card copying system in the small and medium-sized libraries.

The next topic discussed by the group was that of Xerox copying of copyrighted materials. Since a case is now pending in court related to this matter, it was decided to wait and see what the outcome would be legally.

Discussion on N.T.I.S. material and use in Bureau libraries followed.

Policy differences between Bureau libraries concerning Xerox copies of open file reports were discussed. The conclusion drawn by the group is a policy decision by administration is badly needed in this area. Every library is forced to make its own decision concerning circulation and copying of open-file reports.

Discussion on Xerox copying for the general public was the next group topic. There was great variation in this area also, as to local policy. Pittsburgh library allows the public 10 free pages while many libraries such as ours does no xeroxing for anyone outside the Government.

Subscription reorders and general purchasing policies in the various stations was the next agenda item. Most stations order on a year-to-year basis while only the large metropolitan libraries operate on a Til-Forbid basis.

The pro's and con's of a microfilm collection and various brands of reader-printers were discussed and very few Bureau libraries have used this resource to any extent.

Concluding the Bureau meeting was a discussion concerning sources of Union listings and other information for reference and interlibrary loan use.

NOAA Bureau Meeting

Dan Gittings
Central Pacific Fisheries Research Center
National Marine Fisheries Service
La Jolla, California

The NOAA group meeting was made up of librarians representing a dozen different agencies with necessarily widely varying subject interests. The discussion centered on what problems these libraries had in common and what services they could offer one another. Among the topics covered were the methods of discarding publications in both large and field libraries, a report on the Water Resources Science Information Service, the "selective depository" library, means of handling subscriptions and jobbers, and the possible continuation of the Union List of Serials.

SUMMARY FROM THE FIELD

Sally Robertson
Bonneville Power Administration
Portland, Oregon

You will note that the program says I am scheduled to speak from 9:30 to 10:30. Well, I have good news for you--that is an error! I am only going to talk for 55 minutes.

To make this summary of the week's events more representative of you--to learn your opinions, suggestions and criticisms, I asked some of you to be my eyes and ears at the happenings this week. I have received valuable feedback which I would like to share with you now.

This year's workshop is notable for the many firsts that took place here. For one, this is the first workshop that has been cosponsored with another federal agency. The inclusion of the Department of Commerce as a cosponsor is an excellent addition to the program. It is hoped that they will continue to join us and share the program responsibilities at future meetings. We would also like to see other agencies with similar interests be included. Two agencies that have been mentioned are the Department of Agriculture and the Environmental Protection Agency.

This was the first workshop which endeavored to cover the topics of safety in libraries and laws governing libraries. These are also welcome additions to the program. Safety should be a primary concern to all of us, but too often, thoughts and actions pertaining to safety are pushed aside for other more pressing matters. The session on safety helped put the subject back in the foreground again and made us more safety conscious. It has even set some of us to thinking about the safety hazards we have in our libraries and how we can turn to our safety officers to help us solve these problems. Another presentation on safety at next year's conference would be helpful, particularly if we can zero in on library safety as opposed to safety in the general office environment.

The speech on legal do's and don'ts in libraries has been described as a superb presentation. There is no question that Dr. Bougas' comments on copyright had a great impact on all of us. In view of this, it has been recommended that next year there should be a discussion of the progress that has or has not been made in the area of copyright, regardless of whether the court cases involving this have been settled or not.. If the cases have been settled, then they should be brought up and discussed. If they have not been settled, the subject still needs to be presented to help us form some guidelines we can apply in our various library situations.

Another important first is that this is the first workshop that devoted a full day's program especially designed for school librarians. The response to this new format has been overwhelmingly positive. The visit

Miss Sally Robertson

to the Portland schools gave them a chance to see what is going on in other schools, to find out how these people are handling the problems that are unique to school librarians in general and more specifically to primary and secondary school librarians. It gave them a chance to evaluate their own libraries and see how they measure up to others. Some even discovered that they weren't so bad off after all and were perhaps a step or two ahead of the others in some areas! The school librarians agree that such special programs should be continued at future workshops. They also say that they still need more time to get acquainted with their group and discuss their problems. Some topics they feel should be brought up are: new A-V equipment--what's new, how to use it and when to use it, how does your school use closed circuit television, what degree of censorship do you exercise in book selection and which magazine jobber gives you the best service.

For the first time, the simultaneous sessions were repeated three times each. This method appears to be a satisfactory one in order to allow everyone to get to every session. It was observed, however, that closer control in timing of these sessions is needed. If they are scheduled for an hour, then they should be terminated on time. Also, an exact time should be indicated on the program as to when each simultaneous session will begin again.

The subjects of the simultaneous sessions were generally well received. Bibliographies, cataloging, reference, and inter-library loans are always important areas to be covered. The Translations session should be included annually. Suggestions for next year's Translation Section include:

1. Having a representative from the National Referral Center for Scientific and Technical Information and one from the Technical Information Service.

2. Having a report on what progress has been made during the year toward developing a language/subject specialist pool within the Department to help evaluate the desirability of translating various articles.

It is felt that session speakers and procurement panelists spent too much time telling what they did in their jobs rather than getting down to the nitty-gritty of "what-to-do" and "how-to-do-it" information. It was suggested that maybe a procurement panel is not the answer. Perhaps having a procurement person from each agency who would meet with the librarians from these agencies--maybe at bureau meetings--might better serve the needs of all concerned. It is something to think about.

Bureau meetings are useful to some and completely devastating to others. BIA people feel they could use more; Power people, on the other hand, rarely meet with more than the one or two individuals who are assigned to speak. And then in some instances, there are no representatives from a bureau at all. Maybe bureau meetings do not need to be a programmed part of the workshop except for the groups who have bigger followings. Smaller groups might have the option of whether to meet or not, or, perhaps combine with another bureau.

The Department of Commerce gave an impressive presentation on the services offered by their various bureaus and offices. This was extremely helpful to all of us who rely on them for services so often. The absence of an NTIS representative was a great loss. With the conference being held closer to Washington next year, we hope that someone will be able to attend.

We are always happy to see top level government officials such as congressmen and administrators participate in our workshop. We hope that they will continue to show the interest in our meetings that they have in the past.

Group luncheons are fine--but not at the prices we paid here! We even like the idea of a speaker at one of the luncheons, but it is nice to have the rest of the week just to get acquainted and re-hash each morning's events with each other.

And tours are a great change of pace from sitting all day in meetings. Both the Richard Abel and Binder tours were well received and such events should be kept on the agenda for the future. We would even like to see a "tourist-type" tour scheduled. When so many of us come to areas of the country we have never been to before, we would like to have the opportunity to see some of the sights.

I could not let this conference come to a close without taking a moment to extend our thanks to you, Mr. Bromberg, for the time, effort, and tremendous amount of energy you have expended developing these workshops over the years. You have opened up new avenues of cooperation and exchange of ideas for us and you have helped us to develop and grow into better librarians through our participation in these annual meetings. We are deeply grateful to you and we hope your retirement will hold every pleasure and delight that you wish for.

Yes --as I look back over the week, I would say that the meetings were stimulating, the social events great fun, and having you all here was superb! An to you Washington people, just to let you know we are thinking of you, I would like to send back to you, by Selma Sandness, the GREEN TICKETS to use at next year's workshop!

SUMMARY FROM WASHINGTON

Erik Bromberg
Director, Office of Library Services
U.S. Department of the Interior
Washington, D.C.

As quite a few of you are aware, this workshop is the last over which I will preside. The recruitment announcement for my replacement, after I fade next year into the sunset of retirement, is already out. To most of you it is a real goodbye and not just "I'll see you next year."

Under these circumstances I find myself in rather an Olympian frame of mind. I feel that now I can look back at what we have been doing these past years and make a more tempered evaluation.

I think the first thing we should do is to divest ourselves of personal predictions and ask certain uncomfortable questions.

First, are these sessions still worthwhile or have we reached a point of redundancy?

Second, is it worthwhile to all participants of all levels of sophistication in the profession and from all backgrounds? It is obvious to me, for instance, that the surface has only been scratched as far as the needs of the librarians of the Bureau of Indian Affairs. Is this true of our technical librarians? Are annual meetings still worthwhile as far as they and their supervisors are concerned? In other words, can we justify their attendance on a cost-benefit basis? I don't know. I am just asking for future consideration.

I feel that we no longer have to question the mechanics of our meetings. The simultaneous session has proven a very effective vehicle - we have no doubt of that. A moderate pace - not a driving one - is most productive. The idea of alternating meetings so that one year we are in the field and one year in Washington, D. C. is quite acceptable. We do need to think hard, however, about the value of an extended meeting, a five day one as against a shorter more meaty one.

Please do not think that all these remarks are heresy. It is hard to convince administrators to send you to these meetings. If I am placed in a position where the operation is perfectly defensible, impregnable, I stand in a better position to help you.

The prime failure of the Special Libraries Association is that its annual conventions no longer have content, that attendees have begun to rate the meetings on the quality of entertainment offered, the tours, the trips, the dynamic speakers, who purvey nothing of value to the job to be done at home. The value of that convention is being seriously questioned by employees and administrators who no longer are willing in these times of financial stringencies to consider the trip as a fringe benefit, a vacation paid for by the company.

Let me make this clear, I do not consider this workshop in the category of the S.L.A. convention. I think all our programs were meaningful and helpful in various degrees. You were the workshop. You were the instructors as well as the audience. We from Washington and you from the field go back, both having learned a great deal. The entnusiasm, vigor and cooperation demonstrated here by participants outshone in every respect similar S.L.A. meetings.

My concern is that we keep the number of attendees who are jaded and unenthusiastic down to an absolute minimum. In this way we will always have good sessions.

On a different vein, I am happy with our trial cooperative venture with the U. S. Department of Commerce. I felt the group was a natural one, the problems were definitely common ones. Stanley Bougas was a fine partner for this enterprise and I certainly commend him to my successor. Stan and I both feel strongly that this joint effort can serve as the basis for an eventual annual meeting of field federal libraries of all departments and bureaus and we propose soon to make such a recommendation to the Federal Library Committee. Perhaps in this moment of time the Veterans Administration and Defense Department may not be able to participate, but we are hoping for receptive attitudes in Agriculture, H.U.D., Transportation, H.E.W., and independent bureaus.

I cannot close without a word of thanks for the efforts made by the Bonneville Administration, coordinated and lead by Sally Robertson. Few of you will leave here without pleasant memories of a workshop which functioned like a well oiled clock and which demonstrated consistent efforts of loving care in preparation.

SUMMARY

U.S. Department of Commerce
Dr. Stanley Bougas
Washington, D. C.

Thank you Erik - had I known you were to call on me I also would have worn some type of geographic tie.

Speaking on behalf of all our Commerce bureau library representatives I want to thank everyone for their reception of our efforts in becoming co-sponsors of this Workshop. You all welcomed us with friendship and what one can only call professional attention. We all hope that the interface of the working sessions and the panels have added to everyone's knowledge of our day to day mission in running our federal libraries from the small one-man library operations to the research lab libraries and to the large frantic operations such as are found at Washington headquarters.

I must second Erik's comment as to the input that must come from the field -- we need it in order to organize these Workshops to better meet your needs which, when known, can be developed into the type of program that will make our library system more efficient and effective. Criticize, but do it constructively, as that is the only way we will maintain a continuation of successful Workshops.

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APPENDIX

Speech given by David L. Jackson, Safety Manager, Bonneville Power Administration, for the U.S. Departments of the Interior and Commerce Sixth Annual Library Workshop, September 27-October 1, 1971, Vancouver, Washington.

SAFETY PRECAUTIONS IN A LIBRARY

Perhaps the topic of this speech should be the lack of specific library oriented rules, regulations and criteria to guide special library people in all dimensions of a safety program. There is a dearth of information on library safety. Hopefully this particular address will provide criteria and some facts to fill the void.

In any safety activity, we are not looking at people but at the system. Our primary concern is--does our management system promote and cultivate accidents and, if so, what can we do to improve the system to reduce accident frequencies, commensurate personal suffering and costs?

I'm going to relate to basic safety activity. This perhaps unnecessarily regresses to some primary factors that are quite fundamental but essential. Many people, particularly in office and library activities, have not experienced very refined safety programs or exposure to any type of loss prevention activities. Too often they visualize blood and gore in association with safety and exclude other more significant considerations. A safety program is directed toward error-free performance. To achieve this goal, we must look at the total picture and invoke a systems approach.

We are looking at situations such as "how does Personnel recruit people? Do they have examining processes to determine if applicants are safe workers before they come to work for us? Do they have the proper safety habits and attitudes? Is the organization--your Bureau or Agency--providing adequate facilities? Are your stacks well built? Are they braced? Do they provide the most modern equipment for you, or do you get obsolete file cabinets that create hazards and accident provoking conditions?" If so, your Property and Finance people should be more aware of these facts to assure that you are getting the proper kind of equipment and creating a safe environment.

Is the Training or Safety Offices training people properly in the matter of attitudes regarding safety? Are training sessions aimed at training supervisors and managers how to make people wholly conscious of their safety obligations? In essence, do they see the broad picture; are they looking at personal performance and at the environment, your work place--the library?

Often we are confronted with acquisition of properties or rental of properties by General Services Administration over which we have little control. These do not always provide the most ideal library or office arrangements. As a consequence, we have to improvise. When you are confronted with this reality, it is well to remember that any job can be made safe if you are truly mindful of the hazards.

When we look at accidents in the Department of the Interior, we do not look at the misdeeds of an individual, but "does our system provide some malfunction that prompted this accident?"

Admittedly personal suffering has an overriding importance in accidents. However, costs are quite significant. Each of your Bureaus or Agencies in its individual turn must pay the cost of accidents. I'm most familiar with the Bonneville Power Administration's approach to this situation, therefore, I will use their experience as an example.

In the last five years we have expended over half a million dollars for accidents that have occurred in the Bonneville Power Administration. Now this is significant to us because this money comes off the top of the Administrator's budget. This is an expenditure which would not occur if accidents did not happen. Avoiding accidents and channeling this one-half million dollars into constructive purposes would provide several skilled electricians that we sorely need and I am sure at least one more safety officer. I do not want to over emphasize costs, but they are a very significant factor because when you are properly safety conscious you are embarked on a program of cost-avoidance. You don't spend that money needlessly, wastefully; you can allocate it to more useful purposes; this is an important consideration!

Coming specifically into the matter of library and office injuries I am aware many of you may think they are inconsequential. This is because they <u>lack dramatic impact</u>.

Approximately three-fourths of office or library injuries are caused by unsafe acts of the people that experience the accidents. The person who is injured when he falls due to a performance error seems to merit little sympathy or attention. The picture of a library worker slipping out of a chair and crashing to the floor is sometimes amusing. The picture of a factory worker with his hand crushed in a machine is much more dramatic, but really, who is likely to be absent the longest from work? The worker in a factory whose hand is amputated can return to some assigned tasks. The office worker may sustain a compression fracture of one or more of the lumbar vertabrae which may incapacitate him for a prolonged period. The attitude that office accidents do not amount to much, or do not occur very often, is wrong. People are our most important resource and it's essential that we have trained people on the job each and every day.

The well instructed industrial worker in a plant manufacturing flammable materials or toxic chemicals knows that he is in a risky business. He understands and is acutely aware every minute and every second of that day of the hazards that exist in his business. As a consequence, he establishes safeguards against these hazards. In a library activity, not everybody has been alerted or made conscious of common hazards. Consequently, there is a degree of complacency.

The people you work with and yourselves, therefore, must be informed and made aware of the hazards and what you have to guard against.

A library or office is not a refuge or retreat; it is rife with hazards such as obsolete file cases, transfer cases, file drawers that have had the catches improperly mounted or no catches at all. In one instance an improperly latched file drawer came out and landed on a woman's back. The consequent injury caused her to be absent from work one hundred and eight days. She was a highly trained person. Her skills were urgently needed and that department suffered a significant loss during her absence. We have had other people who have lifted desks and experienced back injuries--compression of the lower lumbar--consequently they were off six to eight months. Assigning properly trained people to the movement and placement of library or office furniture avoids this exposure, reduces the opportunity for accidents, and assures the continued availability of essential personnel in their most vital assignments.

Regarding the matter of training: In one instance a supervisor assigned a woman to extract some material from the files. The woman was 68 years old and misunderstood her instructions. Instead of extracting just the file that was needed, she lifted approximately one cubic foot of file papers. This severely strained her back and prompted a considerable absence from work. The supervisor was in error. It is apparent both parties needed safety training to avoid such a needless action.

I use these instances as examples: An employee in Drafting and Graphics wrapped her thumb in a roll of blueprints and proceeded to try and ship the blueprints off in the mail. This was a regrettable situation, but fortunately it was not a disabling injury. Before the mail was shipped, the thumb was inspected and the work proceeded, but this young lady was uncomfortable for many days.

These are the kind of accidents that can happen in a library or office activity.

Coming more specifically to things that you as employees, supervisors and people who are working in libraries should be thinking about in the area of physical environment. I suggest that offices should be laid out for efficiency, convenience and safety. The purposes of work flow apply the same to libraries and offices as they do to an industrial plant. People that have frequent callers, such as in our case contract people, should be located close to entrances so that your traffic flow does not congest and make an opportunity for an accident.

Desks should be arranged so that each worker will receive his work from the person beside him or behind him. They should be facing in the same direction for most operations, and transportation between these points should be at a minimum.

Employees using the same machines should be grouped, if possible, around these machines so your movement is limited. Office machines and library equipment should not be placed near the edges of tables or desks, and they should be securely fastened so they won't creep. We've had several cases where the machines were not properly placed; they've fallen off, injured people, and damaged the machines.

Heavy equipment and files should be placed against walls or columns; files can also be placed against railings. They should be bolted to the floor if possible. If they're moved, they should be temporarily fastened until they're fastened permanently.

Employees should not face windows, unshielded lamps or other sources of glare. Fluorescent lamps, of course, are preferable to other illumination factors.

Walls and other surfaces should conserve light while avoiding annoying reflections.

And, above all, adequate ventilation should be provided for duplicating machines.

Steps from one level to another in an office should be avoided if possible. If you have different levels within the same office, they should be adequately marked to minimize the possibility of falling from that difference in elevation.

File drawers should not open into aisles unless extra space is provided.

Doors in offices and libraries are another source of accidents. Glass doors should have a conspicuous design, or, if they don't have a conspicuous design, at about 4-1/2 feet high there should be a decal. This will cue you not to walk through a clear glass door. Surprisingly enough, records reveal many accidents have occurred when people have walked through glass doors.

Solid doors present a problem. People often approach them from both sides at once and somebody suffers the brunt of that door opening. If you can, substitute frosted glass doors or, if you cannot provide glass and fire doors or similar doors, mark the area. Paint or identify in some manner the area of the door opening with the swing of the door so that people, as they come to that particular spot, are triggered and can step aside before they open the door, to prevent this kind of surprise.

Chairs should be comfortable, sturdily built, and wide enough to prevent easy tipping. Habits that lead to chair falls should be discouraged. These habits are such actions as just scooting across the floor. Scooting across the floor in a chair with casters has prompted many accidents. This should be prohibited in any of your activities. Leaning back in a chair with casters or spring tension on it has been another source of accidents. This should also be avoided. People should seat themselves

properly in chairs. Those people who have taken perilous perches have prompted accidents. Avoid pushing chairs under desks with force.

I've already talked to some degree about file cabinets. Some of the things that have happened in this area of experience are as follows: People have closed file drawers on their fingers and mashed their fingers; they've left file drawers open and other people have walked into those file drawers; or they have opened too many file drawers and as a consequence the entire file has fallen forward because it was not solidly fixed to the floor.

Material storage is of critical concern. Card index files, dictionaries, and other heavy objects should be kept off the top of file cabinets and other high furniture. Moveable objects such as flower pots and bottles should not be allowed on window sills or ledges. I believe that common sense and reasonableness should prevail. I know that in many libraries people with a view toward esthetics like a pot of flowers or other displays of beauty, and as a consequence I think a situation can be made safe if you're properly mindful of the hazards. In my view, you could place a pot of flowers so it wouldn't constitute a hazard.

In general, materials should not be stored where heavy traffic prevails, and it should never be permitted where it would create a tripping hazard.

Floors in offices and libraries are the major causes of accidents. They should be durable and require minimum maintenance. If possible they should be of material like deck carpeting or other similar floor coverings. Floor tiles and that family of floor coverings should be treated with a wax which reduces the slipperiness or increases the resistance factor so you will not slip as easily.

Good housekeeping is essential to prevent falls. Littering of the floors should not be allowed. Wipe up spilled liquids immediately. Many accidents have occurred because someone failed to wipe up a pool of liquid and left a condition for a slip and fall. In the matter of safety it is essential that we be our brother's keeper.

Moving of desks or office equipment should be allocated to those people who are trained and responsible for this activity. As a consequence, if you have any equipment to move, call the proper people. If they are not responsive immediately to your needs, go to your supervisor and he will get an immediate response. Don't attempt it yourself.

It is recognized that books must be lifted in libraries. Don't attempt to lift excessive weights; get help. In most libraries there are more than one or two people. Don't feel that somebody is convinced you're shirking your work should you ask for help in a heavy lift.

There are a number of electrical hazards in any kind of a library situation: Cords and receptables should not be frayed; there should be no insulation peeled back so that there are wires showing. Outlets

should be of the three-wire type. A grounded circuit will protect you if an office machine is faulty. The energy would flow through that ground wire instead of you.

Electrical equipment in photographic libraries should be grounded because the photographer is close to both water and the circuits.

For waste disposal, sharp items--razors, scissors or other kinds of sharp materials--should be placed in an envelope or container so they aren't loose before disposal instead of just throwing them in a scrap barrel for somebody to possibly reach in and cut himself.

On fire hazards, you should know where your fire exits are and what kind of fire fighting equipment you have and who to call in the event of a fire.

On the matter of chemicals, if it's possible to substitute non-toxic chemicals, this should be done in any of the work you do.

Running and hurriedly walking in a library should be avoided. A number of office accidents can be prevented, because slips, trips and falls are one of the greatest sources of accidents in libraries. Needless to say, horseplay--and by horseplay I mean any kind of frivolous activity that could lead to accidents--should be avoided. Clowns are great in a circus but not in a library.

The manufacturer seldom provides braces for stacks, however, I believe that stacks should be braced, and bracing is available.

In summary I would like to quickly capture some of the most obvious precautions:

> Be sure there are no frayed electrical cords.
> Be sure that all equipment is properly grounded.
> Is all electrically driven equipment located away from sinks and water?

On housekeeping, be sure that all bottles containing solvents and toxic materials are labeled so you know what it is. Any try to keep them in what we call safety containers.

Have places been provided for the proper storage of soft drink bottles and disposal of other displacing containers? I recognize that in the special libraries, not all of you are confronted with this problem. However, in the Bureau of Indian Affairs a conventional library situation obtains in some instances on their reservations, I presume, soft drinks which are permitted in some cases.

Floors we talked about. Be sure that there's no residual liquids there to provide opportunity for slipping.

Filing cabinets properly bolted; stacks properly bolted; stools located where you won't fall over them; ladders properly placed; handrails installed and used on the stairways. When using stairs and handrails, go one at a time. This will prevent accidents.

On miscellaneous considerations, know where your emergency exits are so when they're needed they're not obstructed. Don't obstruct fire extinguishers. I've observed some library installations where they have a fire extinguisher properly placed according to the National Fire Protection codes, and yet some librarian, because of the urgency of space, has piled a stack of books in front of it so you can't get at it. These things occur, and you don't discover it until you need it.

Are the arcs or swings of doors properly marked?--Because many accidents have occurred where one or the other of the people trying to go through the door has gone through the wrong way and been hit.

Are booklifts and elevators operating properly? And are they checked often enough to be sure you have no hazards?

Do library personnel know the proper method of lifting heavy objects? If your people do not, they should take some lessons from whomever is responsible for safety activities. Proper methods in lifting are relatively simple and can be easily taught.

Are all paper cutters properly labeled so that users are instructed to push down the blade after each use?

Are box and package openers and knives properly shielded to avoid cuts?

Do all personnel attend safety meetings regularly? This is one way of building an awareness or a consciousness for safety.

My comments have alerted you to some of the safety problems occurring in libraries and offices. I have a short film entitled "You and Office Safety" which rather vividly exhibits some of the situations I've discussed. Film is approximately twelve minutes.

In closing I would like to make the following observations.

One of the main problems in Safety is that there is not a strong personal satisfaction evident or gained from working in a safe manner. You may avoid an accident by working safely but you never really appreciate an accident that doesn't happen.

The motivation to work safely is vague; however, the motivation to violate safe working practices is more concrete because the prescribed safe method may be inconvenient, require more effort, or take more time when one is in a hurry.

Stimulating individuals to develop a personal or internal discipline to be safe is the key to resolving imperfect performances and deficiencies which substantially downgrade the system.

Thank you for the opportunity to speak. I caution you all--go forth and err no more.